

**OKI**<sup>®</sup>  
People to People Technology™



**OKIOFFICE 84**

**MULTIFUNCTION PRINTER**

# User's Handbook



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All products currently sold by Okidata are Year 2000 compliant. Each product contains information technology that accurately processes date and time data between the years 1999 and 2000, and carries no issue for the September 9, 1999 (9999) programming concern. These products, when used in combination with products purchased from other manufacturers, whose products properly exchange data and time information, will accurately process the date and time. All future products are committed to meeting the same Year 2000 compliance.

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Todos los productos que ofrece Okidata en la actualidad son compatibles con el Año 2000. Cada producto contiene tecnología de información que procesa en forma precisa las fechas y las horas entre los años 1999 y 2000 y no constituyen ninguna preocupación de programación para el 9 de Septiembre de 1999 (9999). Estos productos, cuando se utilizan con productos de otros fabricantes que ofrecen productos que intercambian información sobre fechas y horas de manera correcta, también procesarán las fechas y las horas en forma correcta. Todos los productos que surjan en el futuro también están diseñados para ser compatibles con el Año 2000.

## **Adaptado para o Ano 2000**

Todos os produtos atualmente vendidos pela Okidata são Adaptados para o Ano 2000. Todos os produtos contêm tecnologia de informação que processa com precisão a data e os dados horários entre os anos 1999 e 2000 e não apresentam nenhum problema quanto à apreensão sobre a programação de 9 de setembro de 1999 (9999). Esses produtos, quando utilizados em combinação com produtos comprados de outros fabricantes que modificam corretamente as informações horárias, processarão a data e a hora com precisão. Todos os futuros lançamentos serão igualmente adaptados para o ano 2000.

# Contents

<b>Introduction .....</b>	<b>1</b>
Multifunction Features .....	1
Fax Features .....	1
JetSuitePro Software .....	2
Product Options .....	2
<b>A Look at the Components and Control Panel .....</b>	<b>3</b>
Components .....	3
Control Panel .....	6
Control Panel Keys and Indicators .....	7
The One Touch Keypad .....	10
Using the One Touch Keys for Dialing .....	10
Using the One Touch Keys for Selecting Functions and Programming .....	10
Signal Tones .....	11
<b>Setting Up Your OKIOFFICE MFP .....</b>	<b>12</b>
Safety .....	12
Installation Hints .....	12
Operation and Maintenance .....	13
Toner Cartridge and Image Drum Handling .....	13
Emergency First Aid .....	13
Where to Install Your OKIOFFICE MFP .....	14

What You Should Receive .....	14
Installing the Paper Trays .....	15
Removing the Protective Sheet .....	16
Installing the Toner Cartridge .....	17
Connecting to the Telephone Line .....	18
Installing the External Optional Handset .....	19
Connecting an External Telephone or Answering Machine .....	19
Connecting to Your Computer .....	20
Connecting Power .....	20
Loading Paper .....	21
Installing JetSuite Pro Software .....	21
<b>Setting Basic Features .....</b>	<b>22</b>
Setting the Date and Time .....	22
Setting the Answering Mode .....	22
Auto Receive mode [FAX] .....	22
Manual Receive mode [TEL] .....	22
Telephone/Fax mode [T/F] .....	23
Telephone Answering Device mode [TAD] .....	23
Memory Reception mode [MEM] .....	23
Changing the Answering Mode .....	23
Setting the Fax Identification .....	24
Setting the Language .....	25
Connecting to a PBX .....	26

<b>Multifunction PC Operation .....</b>	<b>28</b>	Power Failures and Memory .....	37
Faxing from your PC .....	28	Using Voice Request .....	37
Printing .....	28	<b>Programming Your One Touch Directory .....</b>	<b>39</b>
Copying .....	29	One Touch Keys .....	39
Scanning .....	30	One Touch Parameters .....	40
<b>Basic Faxing Operations .....</b>	<b>31</b>	Locating Unassigned One Touch or Auto Dial Numbers .....	41
Preparing Documents for Scanning and Faxing .....	31	Chain Dialing .....	41
Guidelines .....	31	<b>Programming Your Auto Dial Directory .....</b>	<b>43</b>
Document Size .....	31	<b>Sending a Fax to Multiple</b>	
Multiple Page Documents .....	31	<b>Locations (Broadcasting) .....</b>	<b>45</b>
Loading Documents .....	32	Performing a Broadcast Operation .....	45
Sending a Fax to a Single Location .....	33	<b>Faxing to a Group .....</b>	<b>47</b>
Search Key Dialing .....	34	Programming a Group .....	47
Instant Dialing .....	34	Removing Locations .....	
Real-Time Dialing .....	35	Deleting a Group .....	
Redialing .....	35	Sending a Fax to a Group .....	48
Confirming Results .....	35	<b>Advanced Operations .....</b>	<b>49</b>
Stopping a Transmission .....	35	Sending a Fax at a Later Date and Time .....	49
Receiving Faxes Manually .....	35	Sending a Delayed Fax from the Document Feeder .....	49
Receiving Faxes in Memory .....	36	Sending a Delayed Fax from Memory .....	50
Memory Reception Mode .....	36	Canceling a Delayed Transmission .....	50
No Paper Reception .....	36	Confidential Mailbox .....	50
No Toner Reception .....	36	Creating a Confidential Mailbox .....	51
Canceling Messages Stored in Memory .....	37	Changing Your Password or Closing a Mailbox .....	51

Sending a Confidential Fax .....	52
Sending Documents Requested by Another Fax	
Machine (Polling Transmission) .....	53
Dialing Another Fax Machine to Request	
Documents (Polling Reception) .....	53
Relay Broadcasting .....	54
Relay Broadcast Report .....	54
Initiating a Relay Broadcast .....	55
Rejecting Unsolicited Fax Messages .....	55
Restricted Access .....	56
Dual Access .....	56
What You Can Do While Sending a Fax .....	57
What You Can Do While Receiving a Fax .....	57
What You Can Do While Making Copies .....	57
<b>Using Your OKIOFFICE MFP for Copying .....</b>	<b>58</b>
Making Copies .....	58
Using the Manual Paper Feeder .....	58
<b>Customizing Features and Operations .....</b>	<b>59</b>
Viewing Your Current Settings .....	59
User Function Settings .....	59
User Function Settings List .....	59
Changing Your User Function Settings .....	63
Setting Your MFP's Distinctive Ring .....	64
Dial Parameter Settings .....	64

Dial Parameter Settings List .....	64
Changing Your Dial Parameter Settings .....	65
<b>Reports .....</b>	<b>67</b>
Understanding Reports .....	67
Active Memory Files Report .....	67
Activity Report .....	67
Confidential Reception Report .....	68
Broadcast Confirmation Report .....	68
Broadcast Entry Report .....	68
Message Confirmation Report .....	68
Configuration Report .....	69
Telephone Directory .....	69
Power Outage Report .....	69
Printing Reports .....	69
Codes Used in Reports .....	70
<b>Problem Solving .....</b>	<b>71</b>
Clearing a Document Jam .....	71
Clearing a Printing Paper Jam .....	71
Printing a Cleaning Page .....	72
Display Panel Messages .....	73
Normal Display .....	73
Error Messages .....	73
Reading the Print Counters .....	75
Problem Checklist .....	75

<b>Maintenance .....</b>	<b>79</b>
Replacing the Toner Cartridge .....	79
Replacing the Image Drum .....	83
Resetting the Drum Counter .....	84
Consumables and Replacement Parts .....	85
Supplies .....	85
Shipping Your MFP .....	85
<b>Service and Support .....</b>	<b>86</b>
Your Sales and Service Dealer .....	86
Customer Support Professionals .....	86
The Okidata Customer Information System .....	87
Okidata on the Internet .....	87
Index .....	88

# Introduction

Welcome to the new generation of multifunction printers (MFPs)! The OKIOFFICE 84 MFP combines printing, faxing, scanning, and copying capabilities with Okidata's high-quality 600 dpi-class LED printing technology to handle all of your document processing needs in one easy-to-use package.

## Multifunction Features

The OKIOFFICE connects directly to your computer so you can:

- Use it as a local printer.
- Send fax messages directly from your computer through your MFP.
- Receive and store fax messages directly on your computer.
- Scan pages from your MFP into your computer.
- Make up to 50 copies of an original document (using standard-weight 20-lb.paper).
- Program your MFP's One Touch keys, Auto Dial numbers and groups from your personal computer.

## Fax Features

Your OKIOFFICE also includes the following fax features:

- 10 One Touch keys for automatic, single-key dialing of pre-programmed telephone numbers.
- 70 Auto Dial numbers for automatic dialing of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to up to 80 locations with a single selection.
- A Dual Access feature which allows you to load and prepare to transmit a document while your MFP is receiving or sending another fax from memory.
- Instant Dialing saves time by dialing the number while simultaneously scanning the document.
- Fax communication at up to 14,400 bits per second.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, relay broadcast initiation and polling.

- Advanced memory transmission and reception features, including automatic reception into memory.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Photo (halftone) transmission in up to 64 shades of gray.
- Reports to help you keep track of your MFP's operations and settings.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages, and to allow an answering machine to work on the same telephone line.
- A closed network feature to allow you to limit who can send faxes to your MFP and whom your MFP can send faxes to.
- 1 MB of built-in memory.

## JetSuitePro Software

This Software is designed to let you take full advantage of your machine's multifunctional capabilities through your computer:

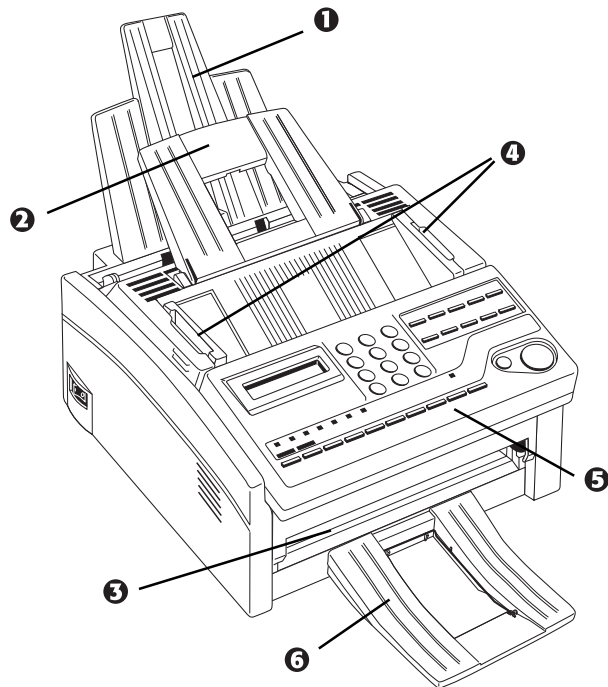
- **JetSuitePro Desktop:** the central screen from which you can print, scan, copy, and fax files from your PC.

- **Printing:** configure printing features, print files directly to your MFP.
- **Scan:** scan pages from your MFP directly to your computer, perform basic manipulation of images, save to a file, or print.
- **Copy:** copy pages with your MFP, enlarge or reduce, copy 2 or 4 pages onto one sheet.
- **Fax:** send faxes directly from software applications or from the Desktop, setup and manage phone books and directories, set faxing parameters, receive faxes directly to your computer's hard disk.
- JetSuitePro also gives you these extra features:  
**Optical Character Recognition (OCR):** convert scanned or faxed documents into text format.  
**JetSuite Portable Documents:** save documents in a form that allows others to view and print them without using the originating software.
- ! *See the JetSuite Software User's Guide for instructions on installing the software and for details on how to use it.*

## Product Options

Optional handset connects directly to your MFP and works like a telephone. Order Number 70031801.

# A Look at the Components and Control Panel



## Components

### 1 Paper Tray/Copy Stacker

Load up to 100 sheets of paper into this tray. Up to 30 printed pages stack on the tray.

### 2 Document Tray

Holds original documents that are to be scanned, copied, or faxed—up to 20 pages.

### 3 Manual Paper Feeder

Load paper into this slot one at a time when you want to use envelopes, or a type of paper different from the paper in the paper tray.

### 4 Document Guides

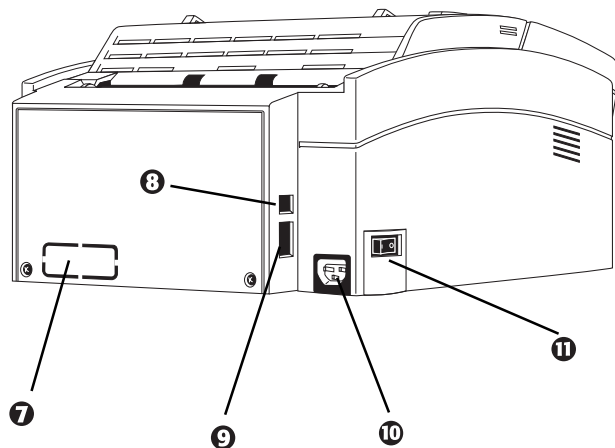
Adjust these guides to the page width of the documents that are to be scanned, copied or faxed.

### 5 Control Panel

### 6 Document Stacker

Hold original documents after being scanned, copied or faxed.

## Components



### 7 PC Connector

Plug the computer cable into this connector.

### 8 Line Terminal

Terminal for connecting to an incoming telephone line.

### 9 TEL Terminal

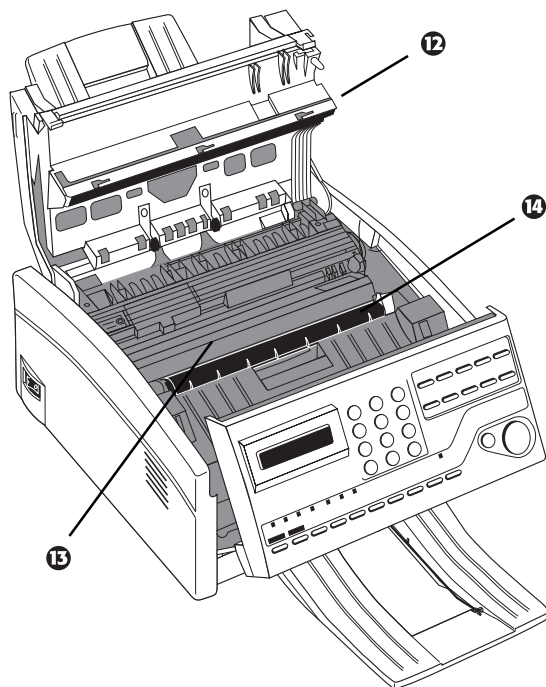
Terminal for connecting to an optional handset or external telephone line.

### 10 AC Power Inlet

Plug the supplied AC power cord into this inlet.

### 11 Power Switch

## Components



### 12 LED Printhead

This black bar writes received or copies images onto the image drum. Clean this bar each time you change the toner cartridge.

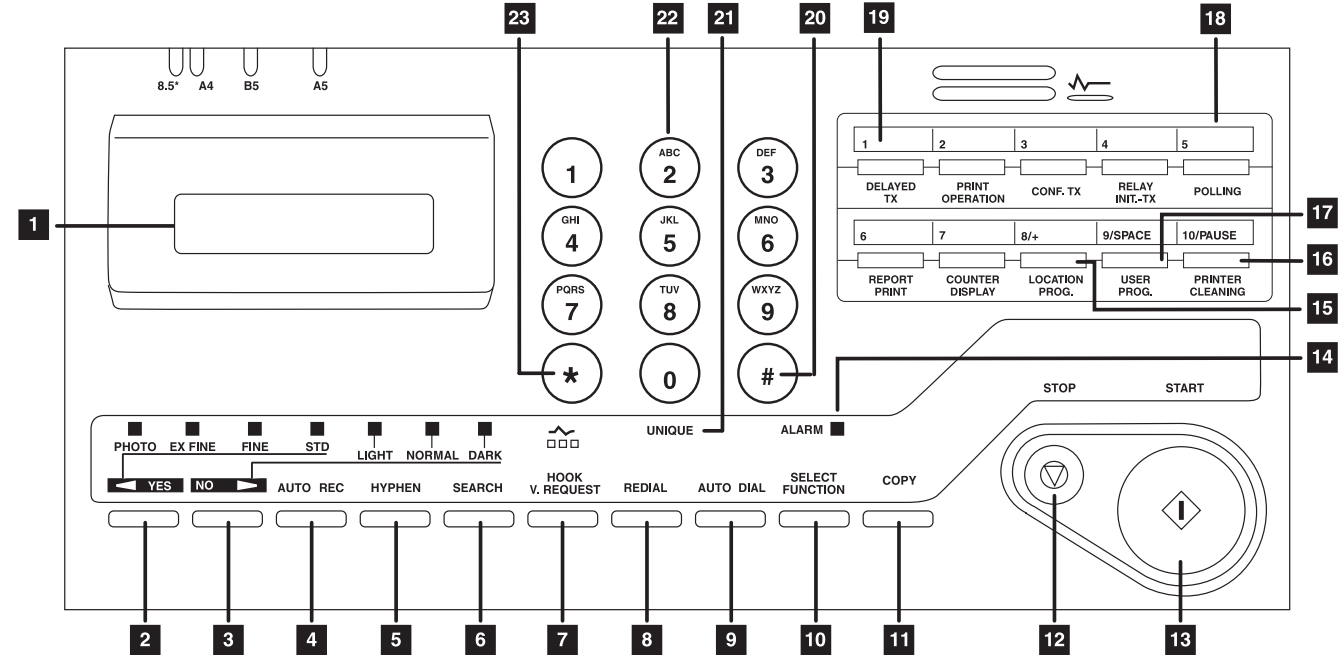
### 13 Image Drum Cartridge

The image drum cartridge contains the green photosensitive drum, which receives images from the LED printhead and transfers them to the printing paper.

### 14 Toner Cartridge

This black cylinder, installed inside the image drum cartridge, contains the black powder that forms the image on your paper. Install a new toner cartridge when the REPLACE TONER CART message appears on the display.

# Control Panel



## Control Panel Keys and Indicators

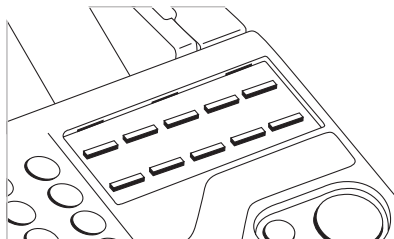
- 1 **LCD Display Panel:** Refer to this display for instructions and information while your MFP is performing operations or while you are programming.
- 2 **Transmit Resolution/Yes key:** Use this key to change the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray.  
  
Also use this key as the Yes key when making selections or to move your cursor to the left while programming.
- 3 **Type of Original/No key:** Use this key to select the document contrast after you load a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.  
  
Also, use this as the NO key when programming or to move the cursor to the right while programming.
- 4 **Auto Rec. Key:** Use this key to switch your MFP's answering mode. The answering mode controls how your MFP answers incoming calls and receives faxes. The LCD Display will always indicate your current selection. See "Setting the Answering Mode" in the Setting Basic Features section for more information about the answering modes.

- 5 **Hyphen Key:** When programming One Touch keys and Auto Dial telephone numbers, use this key to notify your machine to wait for the outside or international line to become available before it proceeds with dialing the rest of the telephone number. When programming the TSI/CSI or call back numbers into your MFP, use this key to enter a "+" symbol.
- 6 **Search Key:** The One Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the Search key to search for unassigned One Touch keys and Auto Dial numbers.
- 7 **Hook/V. Request Key:** Press to open a telephone line for manual dialing. You will be able to hear the dialing through your MFP's speaker. If you have an external telephone connected to your MFP, you can also use this key to initiate or answer a request for voice communications. During a fax communication, press to tell the operator at the other fax machine that you want to talk to him or her at the end of your transmission or after reception of any page has been completed. To answer a voice request, Press after lifting your telephone handset.

- 8 Redial Key:** Press to manually redial the last number dialed on your MFP.
- 9 Auto Dial Key:** Auto Dial numbers are abbreviated numbers for rapid dialing. Rather than dialing the entire telephone number, you can enter a 2-digit Auto Dial number instead. You can also use the Location IDs (names associated with Auto Dial numbers) to search for these locations by name using the Search key.
- 10 Select Function Key:** Use this key to activate your MFP's advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the Select Function key, and then press the one Touch key labeled with the function you want to use. While programming or selecting other functions, pressing the Select Function key a second time takes you directly back to your MFP's standby mode.
- 11 Copy Key:** After loading a document, press to make a copy. When no documents are loaded, Press once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel, and a second time to receive a printed report. You can also use the Copy key as a shortcut for programming One Touch keys and Auto Dial numbers. After you have loaded a document and manually dialed a telephone number, press Copy to instantly program that number into a One Touch Key or Auto Dial number.
- 12 Stop Key:** This key cancels the operation currently in progress and turns off the Alarm indicator. After loading paper or installing a new toner cartridge, press to cancel alarm conditions after the condition has been corrected. While you are programming, pressing the Stop key takes you back step-by-step through the programming functions you have already selected.
- 13 Start Key:** Press to initiate the operation indicated on the display or to confirm information you have entered into the display. While the MFP is in power save mode, press the Start key to exit power save mode.
- 14 Alarm indicator:** This indicator will glow red and an alarm will sound to notify you of any problem that occurs. To turn the alarm indicator off, press the Stop key and correct the problem.
- 15 Plus Key (One Touch key 8):** Each fax number you enter or program into your MFP can be up to 32 digits long. If you want to dial a number that is longer than 32 digits, you can dial a number using any combination of One Touch keys Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One Touch key or Auto Dial number, press the Plus key at the end of the first part of the number to indicate to the MFP that this is a chain dial number.

- 16 Pause Key (One Touch key 10):** Use this key on the One Touch keypad to enter automatic 3-second pauses in dialing when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a “P” symbol.
- 17 Space Key (One Touch key 9):** Press this key on the One Touch Keypad to enter spaces while programming. Unlike the Pause key, spaces are used for easier reading only and have no effect on dialing.
- 18 One Touch Keypad:** Each of the ten keys on this keypad can be programmed with a fax number. You can dial this number by pressing the corresponding key. See the next section, “The One Touch Keypad.”
- 19 One Touch Labels:** After programming a location into a One Touch key, write the location’s name on the One Touch label. Lift off the plastic cover above the One Touch label, use a pencil to write in the name, then replace the cover.
- 20 #/Group Key:** If you frequently send a fax to the same set locations (programmed into One Touch keys or Auto Dial numbers), you can use this key to put these locations together as a “group.” This feature lets you send a fax to all the locations in the group in one operation. See “Faxing to a Group.”
- 21 0/Unique Key:** When dialing, use this key to enter a 0. When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, including: ! # & ‘ ( ) \* + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.
- 22 Numeric Keypad:** When dialing, these 12 keys work just like the keypad on a telephone. Also use the keypad to enter numbers, letters and other characters while programming. After pressing the search key, you can use the numeric keypad to alphabetically search for the names of locations programmed into your MFP.
- 23 \*/Tone Key:** If your MFP is set to pulse dialing, this key allows you to switch the dialing operation tone dialing during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

## The One Touch Keypad



Use the One Touch keys for quick, one-touch dialing. They are also used to access most functions and programming options.

### Using the One Touch Keys for Dialing

For dialing, just press the appropriate One Touch key. For each key, you can program up to two telephone numbers: a primary number, which will always be dialed first, and an optional alternate number which will be automatically dialed if the first number is busy or if there is no answer. You can also use the Location IDs (names) associated with one Touch keys to search for these locations by name using the search key. See “Programming Your One Touch Directory.”

## Using the One Touch Keys for Selecting Functions and Programming

Use the One Touch keys for selecting special transmission and reception functions, for obtaining reports, and for quick access to programming functions. To select a function, press the Select Function key, then press the corresponding One Touch key.

**1/Delayed TX key:** Use this key to send a fax at a later time and date which you specify (within three days). See “Sending a Fax at a Later Date and Time.”

**2/Print Operation Key:** Use this key to print out a confidential received document stored in memory.

**3/Confidential TX key:** Use this key to send a confidential document to a mail box (memory storage area) in the receiving fax machine.

**4/Relay Initiate TX Key:** Use this key to set up a relayed fax transmission. During a relayed fax transmission, your MFP initiates the transmission by sending a document to a second fax machine, which then Broadcasts the message to a number of other fax machine’s. See “Relay Broadcasting” in the Advanced Operations section.

**5/Polling Key:** When a document is loaded in the document feeder, use this key to set your MFP to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded in the document feeder, use this key to call another fax machine and request it to send the documents loaded into it (polling reception).

**6/Report Print Key:** use this key to manually print reports from your MFP.

**7/Counter Display Key:** Your MFP keeps track of the number of pages it has printed in several ways. Use this key to check your MFP's print counters, and to reset your MFP's drum counter after replacing the image drum unit.

**8/Location Program Key:** Use this key to program your MFP's One Touch Keys, Auto Dial number and groups.

**9/User Program Key:** Use this key to program your MFP's identification information, to set your MFP's clock, to set up mailboxes for confidential message reception, and to change your MFP's function settings.

**10/Printer Cleaning Key:** Use this key to print a cleaning page for clearing accumulated toner from your MFP's image drum.

## Signal Tones

Your MFP emits sounds to inform you of specific conditions.

**Key Select Tone:** This is a short beep, which occurs each time you press a key.

**Error Tones:** If you press a wrong or inappropriate key, your MFP will emit three short beeps. If your MFP experiences a problem during communications, it will emit three long beeps. Press the Stop key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem (to do this, press the Copy key twice with no documents loaded).

**Voice Request Tone:** During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your MFP will emit a repetitive warbling sound.

**End of Session Tone:** At the end of every successful fax session, your MFP will emit a short beep to inform you that there were no errors or problems in the communication.

**Off-Hook Alarm tone:** If you have an optional handset installed, and if the handset is left off the hook, your MFP will emit an intermittent warbling sound. To turn off the sound, hang up the handset and press the Stop key.

# Setting Up Your OKIOFFICE MFP

To install your new OKIOFFICE MFP, follow the instructions in this section. You must complete these steps for your OKIOFFICE MFP to operate properly:

- Safety
- Unpacking
- Setting Up
- Setting the Date, Time, and ID
- Installing JetSuite Pro Software

## Safety

### Installation Hints

- Install your MFP in a dust-free location away from direct sunlight
- Do not plug your MFP into a power source shared by equipment that produces electrical noise (i.e., air conditioners, etc)

- Leave electronic adjustments to authorized service personnel
- The LINE terminal connects your MFP to a standard telephone line. To avoid damage to your telephone system or to the MFP, do not plug your MFP into anything other than a standard RJ-11C jack.
- Your MFP is intended to be grounded electrically and is equipped with a three-wire grounded power cord. For your safety, do not attempt to defeat your power cord's grounding plug.
- The electrical outlet and phone jack should be installed near the equipment and should be easily accessible.
- The two TEL terminals on the back of the MFP are only suitable for 2 wire devices. Not all standard telephones will respond to incoming calls when connected to an extension jack.
- This equipment may not necessarily provide for the effective hand-over of a call from a telephone connected to the same line.
- The operation of this equipment on the same line as telephone or other equipment with audible warning devices, such as call waiting or automatic ring detectors, may cause false tripping of the ring detector.

## Operation and Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from the instructions specifically mentioned in this handbook, your MFP is not user serviceable. Do not attempt to service the machine or lubricate moving parts by yourself.
- Pull out the AC plug before trying to remove any objects that may have fallen into the machine.
- Immediately disconnect the MFP if it becomes physically damaged and arrange for its repair or disposal.
- When relocating your MFP, always disconnect the telephone line before disconnecting the power cord, then reconnect the power cord first.
- This MFP is not intended to be used in parallel with any other telephone devices.

## Toner Cartridge and Image Drum Handling

- Leave unused toner cartridges and image drums in their packages until needed. When replacing a toner cartridge or image drum, re-use the packaging to dispose of the old toner cartridge or image drum.
- Do not expose these components to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum by the ends—never by the middle. Never touch the green drum inside the image drum unit.

- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

## Emergency First Aid

- **IF TONER IS SWALLOWED:** Dilute by giving two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions), Seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- **IF TONER IS INHALED:** Take person to an open area for fresh air. Seek medical attention.
- **IF TONER GETS IN THE EYES:** Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention.

## Where to Install Your OKIOFFICE MFP

- Place your OKIOFFICE MFP in a dust-free location away from direct sunlight.
- Allow several inches on each side of the MFP to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 50°F (10°C) and 92°F (32°C).

## What You Should Receive

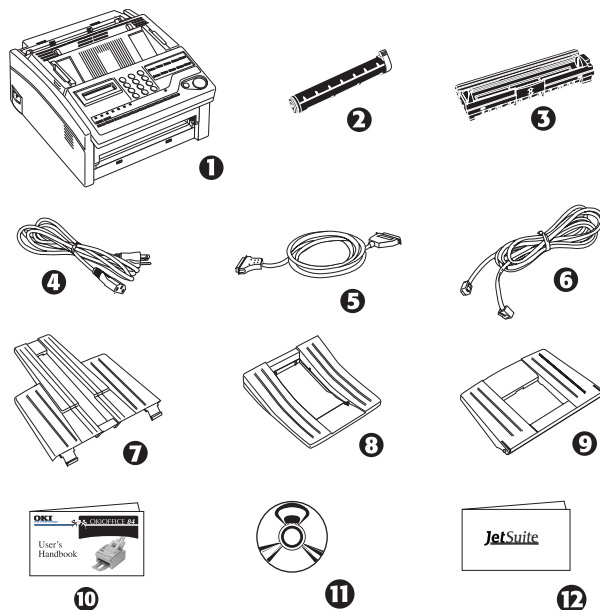
Remove contents from the carton. Be sure that all the items listed below are included.

- 1 OKIOFFICE 84 MFP
- 2 Toner cartridge
- 3 Image drum (inside machine)
- 4 Power cord
- 5 PC interface cable
- 6 Telephone line cord
- 7 Paper tray/copy stacker
- 8 Document Stacker
- 9 Document Tray
- 10 Documentation

- 11 JetSuite Pro Software CD-ROM

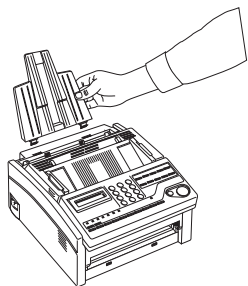
- 12 JetSuite Pro User's Guide

- ! *If any items are missing, contact Okidata immediately.*
- *Keep your packing materials and carton in case you need to ship or transport the unit.*

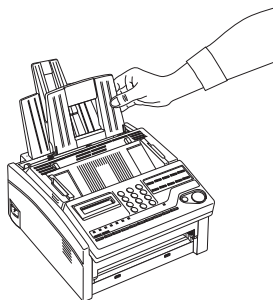


## Installing the Paper Trays

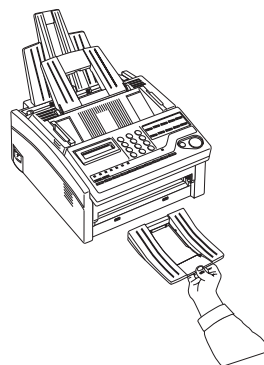
1 Install the paper tray/copy stacker.



2 Install the document tray.

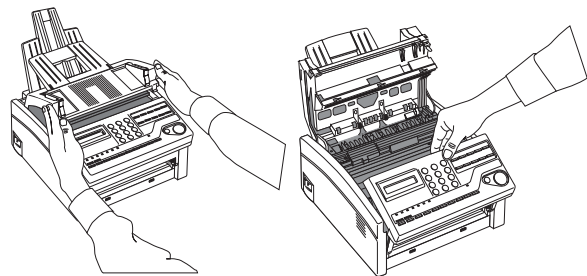


3 Install the document stacker.



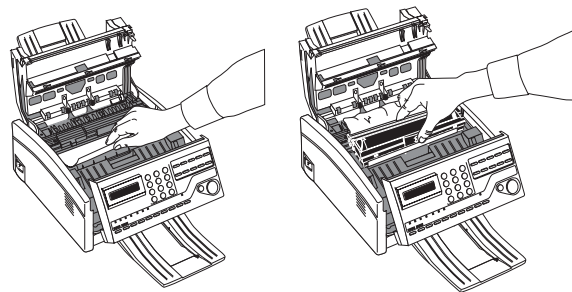
## Removing the Protective Sheet

1 Open the top cover and front panel.

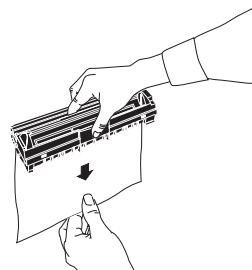


2 Move aside the protective sheet and grasp the image drum. Firmly lift up to disengage the image drum, then lift it out.

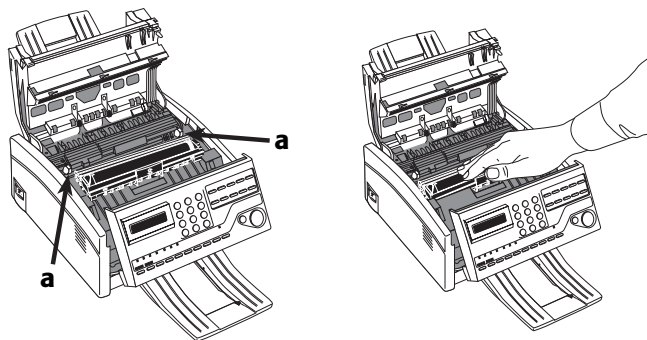
! **Caution: Do not touch the green drum surface!**



3 Grasp the protective sheet and pull it out.

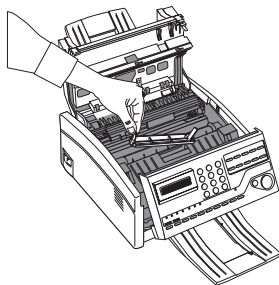


4 Slide the image drum back into place, aligning it under the tabs (a). Press down firmly to lock the drum in place.



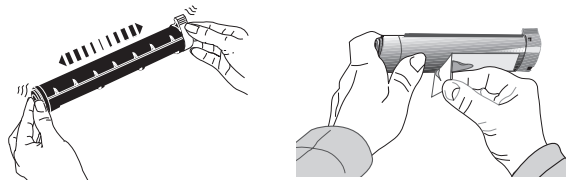
## Installing the Toner Cartridge

- 1 Lift out the toner well cover and discard.

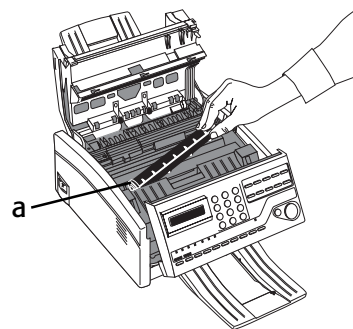


- ! **Warning:** Be careful when handling the toner cartridge.
- Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety instructions, at the beginning of this section.

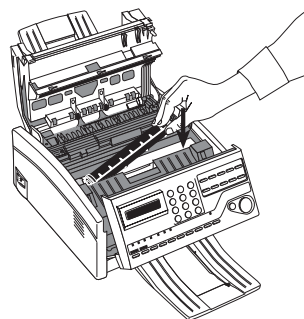
- 2 Unwrap the toner cartridge and gently shake it to distribute the toner. Then carefully peel the tape from the bottom of the toner cartridge.



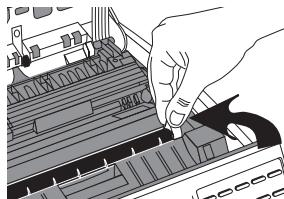
- 3 Insert the left side of the toner cartridge into the toner well, placing it under the tab (a).



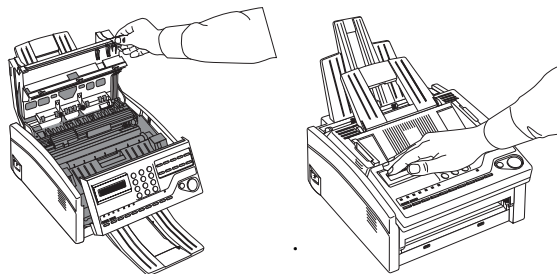
- 4 Lower the right side down into the toner well.



- 5 Push the lock lever forward until it stops.

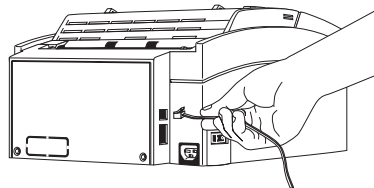


- 6 Close the cover and front panel. Press down on the top cover to make sure it is firmly closed.



## Connecting to the Telephone Line

- 1 Insert one end of the telephone cord into the LINE jack in the back of the machine.
- 2 Insert the other end into your wall telephone jack.



! *Now you can connect an optional handset, or an external telephone or answering machine. See instructions below.*

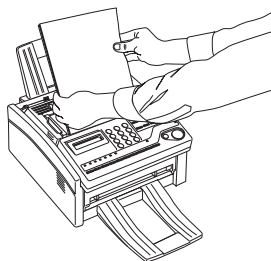
## Installing the External Optional Handset

If you purchased an external handset option with your OKIOFFICE MFP, follow these instructions to install it.

- 1 Plug end of the handset cord into the handset and the other end into the jack on the front of the cradle. Place the handset in the cradle.



- 2 Insert the supplied telephone cord into the jack located on the back of the cradle.
- 3 Insert the end of the cord into the TEL jack on the back of the MFP.

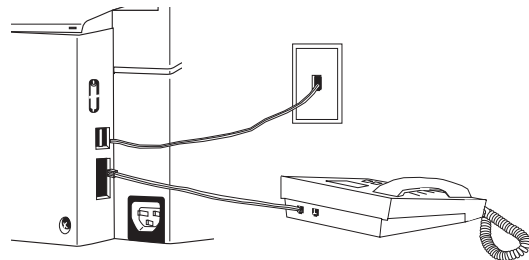


- ! *The two TEL jacks are provided to allow you to connect both an external handset and an answering machine.*

## Connecting an External Telephone or Answering Machine

- ! *Important: Any external telephone or answering machine connected to Your MFP must be FCC (US) or CSA (Canada) approved.*

- 1 Insert one end of the telephone cord into the TEL jack on the back of the MFP.
- 2 Insert the other end into the jack in your external device.



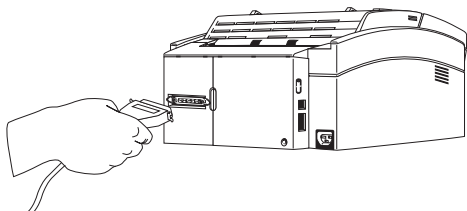
To connect both an answering machine and a telephone:

- 1 Connect your answering machine to your MFP.
- 2 Plug your external telephone's cord into the telephone jack on your answering machine.

**!** *Important: You must have the TAD mode feature turned on for an answering machine to work with your MFP. See "Setting the Answering Mode."*

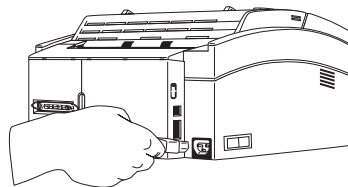
## Connecting to Your Computer

- 1 Make sure that the computer is turned off and the OKIOFFICE is unplugged.
- 2 Connect the end of the interface cable to your computer. Tighten the screws to secure it.
- 3 Connect the other end of the cable to the OKIOFFICE. Fasten the cable in place with the wire clips.



## Connecting Power

- 1 Plug the power cord into the back of the unit.



- 2 Plug the other end into a grounded AC power outlet.
- 3 Turn on the power switch.

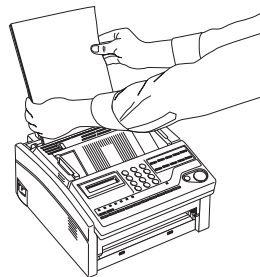
## Loading Paper

Your OKIOFFICE can hold up to 100 sheets of standard-weight (20 lb.) paper in letter, legal, and A4 sizes. For best results, use paper specially made for laser printers or photocopiers.

- ! *If you are receiving a document created on legal-size paper, the document will be reduced to fit on letter size paper. The vertical length of the received page image is automatically reduced to fit on the paper loaded, down to 75% of the original length.*
  - ! *Your OKIOFFICE MFP is set at the factory to use letter size paper. To use a different paper size, change the 1<sup>ST</sup> PAPER SIZE user function setting to match your new paper size. See “Customizing Features and Operations.”*
- 1 Adjust the paper guides to the width of your paper. Set the left guide all the way to the left. Set the right guide to the marker for the size you’re using.



- 2 Remove the paper from its wrapper (up to 100 sheets). *Note the “print side” notice printed on the label. Fan the paper.*
- 3 Insert paper into the paper tray gently, print side down. Allow the paper to drop under its own weight—do not force it down.



- ! *If you are loading paper in response to a PAPER OUT error, open and close the upper cover to clear the error condition.*

## Installing JetSuite Pro Software



JetSuite Pro Software gives you printing, faxing, copying and scanning functions directly from your PC. Your OKIOFFICE MFP becomes a fully integrated multifunction printer. See your *JetSuite Pro User's Guide* for installation instructions.

# Setting Basic Features

## Setting the Date and Time

Follow these instructions to set the time and date on your OKIOFFICE MFP:

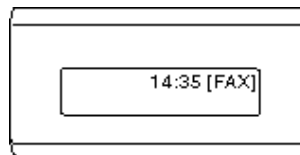
- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key located on the One-Touch keypad.
- 3 On the numeric keypad, press 3. The display shows

### 3:CLOCK ADJUSTMENT.

- 4 Press the Yes ◀ key. The display shows the date and time currently set.
- 5 Using the numeric keypad, enter the new date (month/day/year) and time in 24-hour format—8:00 AM is 08:00; 8:00 PM is 20:00.
- 6 Press the Yes ◀ key to confirm your entry.
- 7 Press the Select Function key to finish.

## Setting the Answering Mode

Set the answering mode based on how you want your MFP to answer calls and what telephone equipment is connected to it. Choose the mode that best fits your needs:



### Auto Receive mode [FAX]

*Your MFP is connected to a telephone line reserved only for fax communications. (This is the factory setting).*

Your MFP assumes all incoming calls are fax messages and automatically receives all incoming fax messages.

### Manual Receive mode [TEL]

*You use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls.*

When someone calls, your MFP rings like a telephone. You can answer from an external telephone connected to your MFP. If you pick up the hand set and hear fax machine tones, press the Start key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine will not accept it.

## Telephone/Fax mode [T/F]

*Incoming calls are a mix of fax and telephone calls.*

In this mode your MFP detects if the incoming call is a fax or a voice call. When the call is from another fax machine, your MFP switches to fax mode and receives the message. When the call is a voice call, your MFP rings like a telephone. If you do not answer, it switches back to fax mode to allow the calling party to manually send a fax.

## Telephone Answering Device mode [TAD]

*You have an answering machine connected to your MFP.*

In this mode, your MFP detects whether an incoming call is a fax or voice call. If it is a fax call, your machine receives the fax. If it is a voice call, your machine rings, then your answering machine activates. If you set the Remote Receive user function (See “Customizing Features and Operations”), the caller can send a fax at any time during or after the recorded message by using their keypad to enter the remote receive number you have programmed. This number activates fax reception. Add something like this to your answering machine message: “To send a fax now, press XX [the programmed number.]”

## Memory Reception mode [MEM]

*Received data is not printed but is stored into memory, even if there is fax paper on which to print.*

Use the Print Operation function to print out data stored in memory during Memory Reception mode. You can set a password (USER PROGRAMMING under MEM. PASSWORD PRG) to disable the Memory Reception mode.

## PC Fax mode [PC]:

Incoming faxes are stored on your computer's hard disk instead of printing immediately.

This lets you work with faxes on your computer using the JetSuite Pro software included with your MFP—see your *JetSuite Pro User's Guide* for details.

## Changing the Answering Mode

- Press the Auto Rec key. A description of your current selection displays.
- Press the Auto Rec key again. Your MFP switches to the next setting.
- Continue pressing the Auto Rec key until the selection you want appears on the display. After a short pause, your MFP returns to standby mode displaying the new setting.

## Setting the Fax Identification

Fax machines must identify the sender and the telephone number of the sender on each page of every fax sent.

- ! **Important: Programming this information into your MFP is required by law in the United States.**



To program your FAX ID using JetSuite Pro, see your *JetSuite Pro User's Guide*.

### TSI/CSI

This is the telephone number of your MFP. This number is printed at the top of the faxes you send, and appears, on the displays and reports of other fax machines you are communicating with.

### Sender ID

This is a descriptive title that identifies the sender—usually the location of your MFP or the name of your company or office. It is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID will also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

## Call Back Number

The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while communicating with another fax machine and no one is there to answer, your MFP will automatically send a cover letter with a call back message. The call back message is printed on a separate sheet with the message “Please call back” and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

### To program your Fax ID:

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 4. The display will show

4:SYSTEM DATA PRG.

- 4 Press the Yes ◀ key, the display shows

NO=<TSI/CSI>, ID+<SENDER ID>.

- 5 After the display clears, enter the full telephone number of your MFP using the numeric keypad.

- 6 Press the Start key to save your entry.
- 7 Enter your Sender ID, This is a descriptive title up to 32 characters long. Refer to the following instructions:

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter Hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the desired character appears.
Enter a unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.
Enter two letters using the same key.	Press the No ► key to move to the next position.
Move the cursor to make corrections.	Press the Yes ◀ and No ▶ keys.

- 8 Press the Start key to save your entry. The display shows

NO=<CALL BACK NO.>.

- 9 After the display clears, use the numeric keypad to enter the telephone number for call back messages. Enter up to 20 characters.
- ! *Use the Hyphen key to enter a “+” character before the number, and use the Space One Touch key to enter spaces.*
- 10 Press the Start key to save your entry.
- 11 Press the Select Function key to finish.

## Setting the Language

Your MFP comes with two languages installed—English and Spanish, French or Portuguese, depending on where you purchased it. Follow the instructions below to switch languages.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows

1:FUNC. PROGRAMMING.

- 3 Press the Yes ◀ key. The display shows

## FUNCTION NO. [ ].

- 4 Using the numeric keypad, enter 14. This display shows

## USER LANGUAGE.

- 5 Press the No ► key to switch to the other installed language.
- 6 To accept the language change, press the Yes ◀ key.
- 7 Press the Select Function key to finish.

## Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

To connect your MFP to a PBX, follow the instructions below. These settings allow your MFP to identify your PBX's access digit at the beginning of phone numbers you dial or program, and automatically wait for a dial tone before dialing the rest of the number.

- ! *Some PBX installations may require additional adjustments to your MFP. If you have difficulty with fax communication after following these steps, contact Okidata.*

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 2. The display shows

## 2:DIAL PARAMETER.

- 4 Press the Yes ◀ key until the display shows

## PBX LINE, [OFF].

- 5 Press the No ► key. The display changes to

## PBX LINE, [ON].

- 6 Press the Yes ◀ key until the display shows

## DIAL PREFIX, [OFF].

- 7 Press the No ► key. The display changes to

## DIAL PREFIX, [ ] ENTER 4 DIGITS.

- 8 Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line, for example, 9 1-555-1212.

- 9 Press the Space One Touch key until the display changes to

YES <◀> NO <▶>.

- 10 Press the Yes ◀ key.

- 11 Press the Select Function key to finish. Keep in mind that all of the outside telephone numbers you program into your MFP have to begin with your PBX's access digit.

- ! *Most PBX systems are digital, however an analog line*
- *from your PBX is required to support fax operations.*
  
- ! *To turn off the PBX LINE and DIAL PREFIX functions,*
- *follow Steps 1-7 above. At Step 8, press the Space key four times to remove the access digits.*

# Multifunction PC Operation

Your OKIOFFICE is a fully integrated desktop multifunction printer (MFP) for printing, faxing, copying and scanning. With JetSuite Pro software installed on your PC, you can print and fax directly from any Windows® applications. See the *JetSuite Pro User's Guide* for software installation instructions.

## Faxing from your PC



With JetSuite Pro Software, you can send and receive faxes directly from your PC. You can even schedule faxes for later transmission, to one person or to a group. For details, see your *JetSuite Pro User's Guide*.

## Printing



When connected to your computer, OKIOFFICE functions much like any normal printer. For details on the print function, see the Printing chapter in *JetSuite Pro User's Guide*.

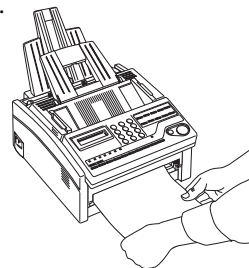
### Windows

In Windows, select Print from the File menu. Make sure that OKIOFFICE 84 is selected as the printer either from the Windows Control Panel/Printer icon, or from your application's Print Setup menu.

### Printing Using Manual Feed

Use manual feeding when you want to print on envelopes or paper of a different size or type from the paper in the paper stacker.

- 1 Using the marking on the manual feeder slot as a positioning guide, insert a single sheet of paper or envelope face up into the slot until you feel the OKIOFFICE grab hold of it.



- 2 Issue the command to print through your application. The paper pulls in for printing.
- 3 If you are printing multiple pages, insert additional pages when prompted by the software.

## Copying

You can use your MFP as a stand-alone copier to make up to 50 copies at one time. The default resolution for copies is FINE; you can also use the Yes ◀ key to change to a finer resolution before you press the Copy key.

Document Type To Use	Resolution of Scan	Resolution
Normal office documents	STD (Standard)	200 x 100 dpi
Documents with small type or other fine details	FINE or EX.FINE	FINE: 200 x 200 dpi EX. FINE 200 x 400 dpi
Documents with photos or many shades of gray	PHOTO	300 x 300 dpi

### To make copies:

- 1 Load your documents into the document feeder print side down, with the top edge into the MFP.
- 2 Press the Copy key. The display shows

PRG. NO.OF COPIES, [1SETS].

If you want to make just one copy, you are finished. Your MFP pauses briefly, then begins copying.

- 3 To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the Copy key again. Your MFP begins making copies.
- 4 To stop the copying process, press the Stop key.

### Using the Manual Paper Feeder

The MFP's manual paper feeder allows you to make single copies on a different type of paper than you normally keep in the paper tray. To make copies using the manual paper feeder:

- 1 Load your documents.
- 2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the machine grab hold of the paper.
- 3 Press the Copy key (see the instructions above).

### Making copies Using JetSuite



You can also copy from the JetSuite Pro Desktop. This gives you additional control over scale, number of pages to print on a sheet, and collation. See the “Copying” chapter of your *JetSuite Pro User's Guide* for details.

## Scanning



You can use your MFP with JetSuite Pro to scan a document into a file where it can be edited, stored, printed, copied or faxed. The following is the basic procedure; for details, see “Scanning Documents” in the *JetSuite Pro Software User’s Guide*.

- ! ***You can also scan using any software package that supports TWAIN scanners. See your application’s documentation for instructions.***

To scan a document with the JetSuite Desktop open:

- 1 Insert the pages to be scanned into the document feeder print side down, with the top edge into the MFP.
- 2 A dialog box appears, saying, “A document has been placed into the input tray, Would you like to scan it? ”
- 3 Click Yes.
- 4 A dialog box lets you control resolution, regular or inverted image, dimensions of scanned document, level of contrast, and dithering (64 shades of gray).
- 5 Click Scan.

When scanning is complete, the image appears on the desktop. You can perform these additional operations through JetSuite Pro (see the *JetSuite Pro User’s Guide*):

- Cleaning, straightening, and rotating of scanned documents.
- Converting of text using Optical Character Recognition (OCR).
- Saving in a standard format for use in other programs.

# Basic Faxing Operations



For details on how to send faxes directly from your PC screen, see your *JetSuite Pro User's Guide*.

## Preparing Documents for Scanning and Faxing

### Guidelines

- Try to use good quality documents for your fax transmission. Documents that are typed, or written with a black felt-tip pen on white (or light) paper work best.
- Do not send documents that are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples, or paper clips. However, your MFP can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.

- If you are not sure how a document will fax, first make a copy on your MFP (load the document face down and press the Copy key).
- If your documents are heavily bent, creased or torn, make a copy on a photocopier and send the copy instead.



You can use your JetSuite Pro software's scaling capability to reduce or enlarge documents before sending. See the "Copying" chapter of your *JetSuite Pro User's Guide* for details.

### Document Size

All documents must have minimum width of 5.8" (148 mm) and a minimum length of 5" (128 mm). Documents cannot be wider than 8.5" (216 mm) or longer than 14" (356 mm).

### Multiple Page Documents

- The MFP can scan paper weighting between 13 (50 g/m<sup>2</sup>) and 28 pounds (105 g/m<sup>2</sup>).
- You can load up to 20 sheets of standard 20 pound (80 g/m<sup>2</sup>) paper, such as photocopier paper.
- If you use lighter or heavier paper, you can load up to 15 sheets.
- For very heavy paper, load and send pages individually.

- When loading multiple-page documents, do not load paper that is thinner than 0.003" (0.08 mm) or thicker than 0.005" (0.13 mm).
- For single documents, do not load paper that is thinner than 0.002" (0.06 mm) or thicker than 0.006" (0.15 mm).

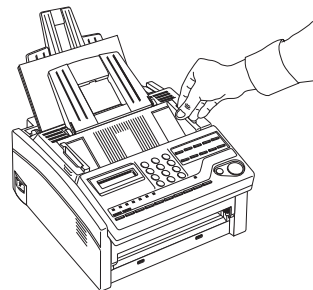
## Loading Documents

To prevent paper jams and problems during operation:

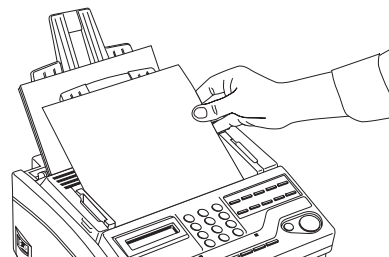
- Stack your documents neatly.
- Align document edges before loading.
- Don't load different size documents at the same time.

- ! ***You can load and prepare to transmit a document while your MFP is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the Start key. Your document will be sent when the current communication ends.***

- 1 Adjust the document guides to the width of the paper you are using.



- 2 Neatly stack your documents, then insert them face down into the document feeder. Readjust the document guides for a snug fit.



- 3 Your MFP grips the documents, and pulls the bottom page into the machine.

If necessary, use the Transmit Resolution or Yes ◀ key to set the resolution of your document.

Document Type To Use	Resolution of Scan	Resolution
Normal office documents	STD (Standard)	200 x 100 dpi
Documents with small type or other fine details	FINE or EX.FINE	FINE: 200 x 200 dpi EX. FINE 200 x 400 dpi
Documents with photos or many shades of gray	PHOTO	300 x 300 dpi

- 4 If necessary, use the Type of Original/No ▶ key to set the level of contrast in your document.

Document Type	Contrast to Use
Documents with normal contrast (default setting)	NORMAL
Documents that are too light	LIGHT
Documents that are too dark	DARK

- 5 Your Documents are now ready for faxing or copying.

## Sending a Fax to a Single Location

- 1 Load your documents.
- 2 Select a location. Refer to the instructions below.

To Dial Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial numbers on the numeric keypad.
The numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press the Yes ◀ key back up one space and re-enter the number.
An external telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high-pitched tone. If a person answers the phone, ask them to press the Start key on their fax machine.

- 3 If necessary, press the Start key to begin the transmission.

The table below explains some of the messages you may see during a typical fax transmission.

Message	Explanation
(location)	The remote location's Personal ID, TSI/CSI, Location ID or the telephone number you entered will identify the location during transmission.
DIALING	Your MFP is dialing the number.
CALLING	The line is ringing.
SENDING	Your MFP is sending the message.
RESULT – OK	The fax was sent successfully.
COMMUN. ERROR	If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to the chapter on Problem Solving for assistance.

## Search Key Dialing

If you are not sure which One Touch or Auto Dial number contains the location you want to communicate with, use the Search key to look through an alphabetical list of all of the Location IDs programmed into your MFP.

- When selecting locations, press the Search key. The display shows

### ENTER 1-ST CHAR.

- Repeatedly press the search key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location ID's beginning with that letter.

! *When programming your One Touch or Auto Dial keys, enter the last name first. Searching under the last name will produce quicker results.*

## Instant Dialing

With the instant dialing feature, your OKIOFFICE provides two important benefits:

- It will begin scanning data into memory as it begins dialing. As page two is being scanned, page one is already being transmitted. This saves time, since the machine does not wait for a connection on the receiving end before starting to scan your document.
- As pages are scanned into memory and memory fills, scanning pauses briefly until more pages are transmitted.

As memory begins to empty, scanning resumes. Memory cannot “overflow,” requiring you to reload the document.

- ! *If you want to turn off this feature, see “Changing Your User Function Settings” in Customizing Features and Operations.*

## Real-Time Dialing

Normally, your MFP dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If an external telephone is connected to your MFP, you can dial in real time by picking up the handset. Or, press the Hook/Voice Request key.

## Redialing

- If the line is busy or if there is no answer, your MFP waits, and then automatically redials the number.
- If your MFP is transmitting from memory and a communication error occurs, it automatically redials the number and tries to send the fax again.
- You can redial a number manually at any time by pressing the Redial key.

## Confirming Results

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your MFP’s display. To print the report, press the Copy key a second time. See the section on Reports for more information.

## Stopping a Transmission

To stop a transmission while it is in progress:

- Press the Stop key twice. The display shows **STOPPED**.
- If documents are stuck partway through the document feeder, you may see a **RELOAD DOCUMENT** message on the display. Press the Stop key again. Your MFP feeds the document the rest of the way through the document feeder.

## Receiving Faxes Manually

As long as your MFP is not set to the manual receive [TEL] mode, your MFP automatically receives faxes. If your MFP is set to the manual receive [TEL] mode, follow the instructions below.

- ! *You need to have an optional handset installed, or an external handset connected to your MFP.*

- When your telephone or MFP rings, pick up the telephone handset. If a person is on the line, carry on your conversation.
- If a remote fax machine is on the line, or if a person wishes to fax you a document after a conversation, press the Start key.
- When the **RECEIVING** message appears on the display, hang up the handset.
- After you receive the fax, a long beep will tell you that the transmission was successful.

## Receiving Faxes in Memory

Your MFP automatically receives messages into memory (and not immediately print them) in a few different situations.

### Memory Reception Mode

When your MFP is set to Memory Reception mode, it receives data into its memory without printing and the display shows **MSG. IN MEMORY**. Printing out a message stored in memory can be done in two ways:

#### a Switch to Auto Receive mode.

After disabling the Memory Reception mode, all messages stored in memory are printed out.

#### b Print out Operation

Messages stored in memory can also be printed out using the following process:

- 1 Press the Select Function key.
- 2 Press the 2/Print Operation key. The display shows **PRINT MEMORY MSG?**
- 3 Press the yes ◀ key. The stored message begins printing.

### No Paper Reception

- If your MFP runs out of paper, a **NO PAPER, REPLACE PAPER** message appears on the display.
- If your MFP runs out of paper, it continues to receive faxes in memory.
- Your MFP automatically prints out any messages received in memory when the paper is replaced.

### No Toner Reception

- When your MFP is running low on toner, it displays **TONER LOW, REPLACE TONER CART**. If user function 22:NO TONER MEM.RX is set to OFF (default setting), and the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low. If User Function 22:NO TONER MEM RX is set to ON, your MFP automatically receives and stores messages in its memory when toner is low.

- If your MFP has received a message in memory because toner is low, **MSG. IN MEMORY** appears on the display.

To print out the message stored in memory, do the following:

- 1 Press the Select Function key.
- 2 Press the 2/Print Operation key. The display shows **PRINT MEMORY MSG?**
- 3 Press the Yes ◀ key. The stored message begins printing.

! *If a memory reception password has been set, you need to enter your password.*

! *Even if you see a **TONER LOW** message on your MFP, you may be able to use the 2/Print Operation key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

## Canceling Messages Stored in Memory

It is also possible to erase messages received in memory without printing them.

- 1 After you have followed the instructions to print out messages stored in memory, the display will show **MSG. IN MEMORY, PRINTING**.
- 2 To erase the message instead of printing it, press the Stop

key. The display shows **CANCEL?**

- 3 Press the Yes ◀ key to erase the message from your MFP's memory.

## Power Failures and Memory

If power is interrupted to your MFP, the following problems will occur:

- Any messages your MFP has scanned into memory but not yet transmitted will be lost.
- Any messages your MFP has received into memory but not yet printed will be lost.
- If you have loaded documents on your MFP's document feeder, any dialing or transmission settings will be lost. Your MFP prints a power off report to inform you in the event of a power failure. Use this report to determine which received messages you may have lost, and to determine which transmissions you may have to resend. See the "Reports" section for more information.

## Using Voice Request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the person sending or receiving the fax can initiate a voice request. If you are sending a fax, you

can answer a voice request only after all pages have been transmitted.

If you are receiving a fax, you can answer a voice request after reception of each page.

You know that the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

! ***You need to have either an attached handset or an external telephone to use the voice request function.***

- 1 During a fax communication, press the Voice Request key.
- 2 When the other party answers your request, your MFP emits a repetitive warbling sound. The display shows **LIFT HANDSET, AND PRESS VOICE REQUEST.**
- 3 Lift your handset and press the Voice Request key.

! ***If you press your Voice Request key to initiate a voice request at TX mode but no one is there to answer, your MFP automatically sends a call back message to the remote site. This message includes a telephone number where you can be reached.***

# Programming Your One Touch Directory

Faxing is easier when you program frequently used fax numbers into the ten One Touch keys and the 70 Auto Dial numbers available in your MFP.



You can also program these features through your JetSuite Software. See your *JetSuite Software User's Guide* for details.

## One Touch Keys

Your MFP has ten One Touch keys for rapid dialing. You can store up to two fax numbers with 32 digits for each One Touch key: a main number and an optional alternate number. That will be called if the main number is busy. You can also enter a 15-character Location ID (name) for each One Touch key.

**!** *To find One Touch keys that are not yet registered, repeatedly press the Search key. Or, print the telephone directory (see “Reports”).*

- 1 Press the Select Function key.
- 2 Press the 8/Location Program One Touch key. The display shows **LOCATION PROGRAMMING**.
- 3 Press a One Touch key to program.
- 4 The display briefly shows **NO=<FAX NO.>**, **ID=<LOCATION ID>** (or a previously programmed fax number and Location ID).
- 5 After the display clears, enter the main fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter Hyphens (-)	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialing for part of the call	*/Tone key
Move the cursor or make corrections	Yes ◀ and No ▶ keys

- 6 Press the Start key.

- 7 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter Hyphens (-)	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the desired character appears.
Enter a unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? ` ä ß ñ ö ü Æ Å Ø æ å ø.
Enter two letters using the same key.	Press the No ► key to move to the next position.
Move the cursor to make corrections.	Press the Yes ◀ and No ► keys.

- 8 Press the Start key. The display shows NO=<OR LOCATION>.
- 9 Enter the alternate fax number. Refer to the instructions following Step 5.
- 10 Press the Start key to finish programming the One Touch key. The display shows **LOCATION PROGRAMMING**.
- 11 To continue programming One Touch keys, go back to Step 3. If you are finished programming, press the Select Function key.
- 12 Lift off the plastic cover above the One Touch label. Using a pencil, write in the name for your newly-programmed One Touch key. Then replace the cover.

## One Touch Parameters

If you are experiencing problems communicating with a remote location in a very noisy telephone area, or an overseas location, set up a One Touch key for that location and try turning Echo Protection on for that One Touch key.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows **1:FUNC. PROGRAMMING**.
- 3 Press the Yes ◀ key. The display will show **FUNCTION NO. [ ]**.

- 4 Using the numeric keypad, enter 28. The display shows **28:ONE TOUCH PARAM.**
- 5 Press the One Touch key for the location whose settings you want to change. The display shows **ECHO PROTECTION, [OFF]**.
- 6 Press the No ► key to switch Echo Protection on.
- 7 Press the Yes ◀ key to confirm your selection. The display shows **FAX SPEED, [14.4k]**.

! *You may want to try lowering this location's fax speed to 9.6k or 4.8k if you continue to have communication problems.*

- 8 Press the No ► key until the selection you want appears on the display.
- 9 Press the Yes ◀ key to confirm your selection. The display shows **2:ONE TOUCH PARAM. [ ]**.
- 10 Press the Select Function key to finish.

! *Switch Echo Protection back off if you later change the location the One Touch key is used for as this setting increases the time to connect.*

## Locating Unassigned One Touch or Auto Dial Numbers

You can also use the Search key to search for unassigned One Touch keys and Auto Dial numbers.

- 1 Press the Select Function key
- 2 Press the 9/Location Prog One Touch key. The display shows **LOCATION PROGRAMMING ENTER (SRCH,OT,A/D,#)**
- 3 Press the Search key
- 4 The display shows the next unassigned One Touch key or Auto Dial number.

## Chain Dialing

Each fax number that you enter or program into your MFP can be up to 32 digits long. If you need to dial a number which is longer than 32 digits, use the chain dial feature.

To create a chain dial number:

- 1 Program the first 31 digits of the number into a One Touch key or Auto Dial number.
- 2 Press the 8/+ One Touch key.
- 3 Program the rest of the number into another One Touch key or Auto Dial number (or, you can leave the second

part of the number unprogrammed and enter it manually on the numeric keypad).

To use a chain dial number:

- 1 Select the One Touch key or Auto Dial number programmed with the first part of the chain dial number. The display shows: **PRESS OT/AD/SRCH KEY**.
- 2 Select the One Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad.
- 3 Press the Start key to begin sending the fax.

# Programming Your Auto Dial Directory

Your MFP has 70 Auto Dial numbers available for quick, two-digit selection and dialing. For each auto dial number, you can enter a fax number up to 32 digits long and a Location ID (name) up to 15 characters long.

To program Auto Dial numbers:

- 1 Press the Select Function key.
- 2 Press the 8/Location Program One Touch key. The Display shows **LOCATION PROGRAMMING**.
- 3 Press the Auto Dial key.
- 4 Using the numeric keypad, enter a 2-digit number (01-70) for the Auto Dial number you want to program.
- 5 The display briefly shows **NO=<FAX NO.>**, **ID=<LOCATION ID>**  
(or a previously programmed fax number and location).
- 6 After the display clears, enter the fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter Hyphens (-)	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialing for part of the call	*/Tone key
Move the cursor or make corrections	Yes ◀ and No ▶ keys

- 7 Press the Start key.
- 8 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter Hyphens (-)	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the desired character appears.

Enter a unique character	Press the Oper/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? · ã ß ñ ö ü Æ Å Ø æ å ø.
Enter two letters using the same key.	Press the No ► key to move to the next position.
Move the cursor to make corrections.	Press the Yes ◀ and No ► keys.

- 9 Press the Start key to finish programming the One Touch key. The display shows **AUTO DIAL NO. [ ]**.
- 10 To continue programming Auto Dial numbers, go back to Step 4. If you are finished programming, press the Select Function key.

# Sending a Fax to Multiple Locations (Broadcasting)



This function is also available through JetSuite Pro; see the *JetSuite Pro User's Guide* for details.

Your MFP's broadcasting feature allows you to send a document to many different locations at the same time. For each broadcast operation, you can select as many single-location One Touch keys, One Touch keys programmed as groups, and Auto Dial Codes as you like. You can also manually enter up to five telephone numbers on the numeric keypad.

## Performing a Broadcast Operation

- 1 Load your documents.
- 2 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group.
A number dialed on the numeric keypad	Dial the number as you would on a normal telephone, then press start.

- 3 Select another location within 3 seconds after step 2.
- 4 Repeat steps 2 and 3 as often as necessary to continue selecting locations.
- 5 When you are finished selecting locations, press the Start key, **ENTRY IS OK?** displays.
- 6 Press Start. Your MFP begins scanning the document and dialing the numbers.

### To make corrections

- 1 At step 5, when **ENTRY IS OK?** displays, press the No ► key. **PRINT ENTRY REPORT?** displays.
- 2 Press the Yes ◀ key. **PRINTING** displays and the report

prints. Or, Press the NO ► key to skip printing the report. **CHECK LOCATIONS YES (START)** displays.

- 3 Press the Start key. Each entry displays. Press the Start key to accept each entry or press the NO ► key to delete a location.
- 4 When all the entries have been displayed and **CHECK LOCATIONS** displays again, press the NO ► key. **ENTRY IS OK?** displays.
- 5 Press the Start key. Your MFP scans the documents into memory and begins transmitting the message.

# Faxing to a Group

Once you have programmed some One Touch keys or Auto Dial numbers, you can use these programmed locations to create groups. You can then easily send the same fax to multiple locations. This is useful if, for example, you need to send weekly status updates to all the members of a team working in separate locations.

- You can program up to five groups.
- Each group can have up to 80 numbers.

## Programming a Group

- 1 Press the Select Function key.
- 2 Press the 8/Location Program One Touch key. The display shows **LOCATION PROGRAMMING**.
- 3 On the numeric keypad, press the # key. The display shows **GROUP SETTING**.
- 4 Using the numeric keypad, enter the group number (1-5) you want to program.

- 5 The display shows the number of your current group and **SELECT LOC.(S)**. You can now add a location to your group (or delete a location from it). Refer to the instructions below.

To Do This	Use
Add a One Touch location	Press the One Touch key. Press Yes ◀ to add it to the group.
Add an Auto Dial location	Press Auto Dial. Enter the 2-digit Auto Dial number. Press Yes ◀ to add it to the group.
Search for a location by name	Press the Search key continuously until the location you want appears.

## To Remove Locations or Delete a Group

Delete a previously added One Touch location	Press the One Touch key. Press No ▶ to delete it from the group.
Delete an Auto Dial location	Press the Auto Dial key. Enter the 2-digit Auto Dial number. Press No ▶ to delete it from the group.

- 6 After you have completed your selection (by pressing Yes ◀ or No ▶), the display shows **SELECT LOC.** again. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One Touch and Auto Dial locations available on your MFP.
- 7 When you are finished programming your group, press the No ▶ key. The display shows **LOCATION PROGRAMMING.**
- 8 To program another group, go back to Step 3. If you are finished, press the Select Function key.

## **Sending a Fax to a Group**

To send a group fax, do the following:

- 1 Load your document.
- 2 Press the # key.
- 3 Press the number of the group you want to send to on your numeric keypad.
- 4 Press Start.

To see a list of the groups and the locations within each group, print a Telephone Directory. To do this:

- 1 Press the Select Function key.
- 2 Press the 6/Report Print key.
- 3 Press the No ▶ key continuously until **PHONE DIRECTORY** appears.
- 4 Press the YES ◀ key.

# Advanced Operations

## Sending a Fax at a Later Date and Time

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission.

- You can program a delayed transmission to occur at any time on the day of your transmission or at any time over the next three days.
- You can program your fax machine to send one delayed fax at a time either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

### Delayed TX Features and Limitations

Number of locations  
MFP can be used for other transmissions while a delayed fax is waiting to be sent?

From Feeder	From Memory
-------------	-------------

One	Multiple
No	Yes

## Sending a Delayed Fax from the Document Feeder

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 1/Delayed TX One Touch key. The display shows **DELAYED TX** and today's date.
- 4 Press the Yes ◀ key to accept today's date and go to step 6, or if the transmission is to occur on a later date (up to three days in advance), press the No ▶ key to program a later date.
- 5 Using the numeric keypad, enter the date on which you wish the transmission to begin.
- 6 Press the Yes ◀ key. The display shows **DELAYED TX TIME**.
- 7 Using the numeric keypad, enter the time you want the transmission to begin, in 24-hour format—8:00 a.m. would be entered as 08:00, 8:00 p.m. would be entered as 20:00.
- 8 Press the Yes ◀ key. The display shows **SELECT LOCATIONS**.
- 9 Select a location. Refer to the following instructions.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on numeric keypad.	Dial as you would on a normal telephone.

- 10 Press the Start key. Your MFP waits for the time and date you have set before sending the fax.

## Sending a Delayed Fax from Memory

You can program your MFP to send a delayed fax from memory so you won't tie up your machine until the fax is sent. To do this:

- 1 Set User Function 17: Mem/Feeder Sw. to Mem. See "Customizing Features and Operations."
- 2 Follow the steps above for sending a delayed fax. Your documents will be scanned, saved in memory, and sent from memory on the date and time you have selected.

## Canceling a Delayed Transmission

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

- 1 Press the Stop key. The display shows **COMMUNICATION CANCEL**.
- 2 Press the Yes ◀ key. The display shows the Location ID of the delayed transmission currently loaded in your MFP.
- 3 Press the Yes ◀ key.
- 4 If the delayed transmission was a feeder transmission, press the Stop key again to remove the document from the document feeder.

## Confidential Mailbox

If you need to receive a fax that should not be seen by anyone else, have the person send the message as a confidential fax from another OKI compatible unit, or from a fax machine that is equipped with the sub-address transmission function. In order to do this, you must first set up a confidential mailbox, as explained below. Then, give your mailbox number to the person sending the message. An incoming confidential fax is stored in memory, until you enter your password. You can set up to 8 mailboxes.

## Creating a Confidential Mailbox

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows **1: FUNC. PROGRAMMING**.
- 3 Press 5 on the numeric keypad. The display shows **5: PERSONAL BOX PRG.**
- 4 Press the Yes ◀ key. The display shows **PERSONAL BOX NO. [ ]**
- 5 Using the numeric keypad, enter the number of the mailbox you want to assign, using a single-digit number between 1 and 8.
- 6 Press the Yes ◀ key.
- 7 **PERSONAL BOX [CLOSE]** message displays. Press the No ▶ key. **PERSONAL BOX [CONF]** displays. Press the Yes ◀ key.
- 8 **PRG. PASSWORD [ ]** appears. Using the numeric keypad, enter the 4-digit password you want to use with your mailbox.
- 9 Press the Yes ◀ key to confirm your entry.
- 10 The MFP then asks you to enter another mailbox number. To continue programming mailboxes, go back to Step 5. If you are finished, press the Select Function key.

## Changing Your Password or Closing a Mailbox

If you want to change the password of an existing mailbox, or if you want to delete one, follow the instructions below. Remember, a mailbox must be empty before you can modify or delete it.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows **1: FUNC. PROGRAMMING**.
- 3 Press 5 on the numeric keypad. The display shows **5: PERSONAL BOX PRG.**
- 4 Press the Yes ◀ key. The display will show **PERSONAL BOX NO. [ ]**. Using the numeric keypad, enter the number of the mailbox you want to modify or delete, then press the Yes ◀ key.
- 5 The display shows **PERSONAL BOX [CONF]**.
  - a **To change a password** press the Yes ◀ key. **PRG PASSWORD** displays. Enter a new 4 digit password.
  - b **To close a mailbox**, Press the NO ▶ key until **PERSONAL BOX [CLOSE]** displays, then press the Yes ◀ key. **DELETE PERSONAL BOX?** displays. Press the Yes ◀ key.
- 6 When you are finished, press the Select Function key.

- ! *If the message, **ILLEGAL OPERATION** displays, the mailbox is not empty. Print out any message in the mailbox before you change its password.*

## Sending a Confidential Fax

Fax machines are often placed in public places where everyone can look through the received faxes. To send confidential documents, use the confidential fax feature. The receiving fax machine stores the message in a confidential mail box (in memory) and does not print it until a password is entered.

- ! *To send a confidential fax, you must know in advance the mail box the message should be sent to. Ask the person receiving the fax to tell you their mail box number.*

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 3/Confidential TX One Touch key. The display asks you to enter the number of a confidential mailbox on the receiving fax machine.
- 4 Using the numeric keypad, enter the number of the confidential mail box you are transmitting to.
- 5 Press the Yes ◀ key to confirm your entry. The display shows **SELECT LOCATION**.

- 6 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 7 Press the Start key. Your fax machine begins sending the fax.

## Sending Documents Requested by Another Fax Machine (Polling Transmission)

When you normally send faxes, you load documents into your fax machine, select a location, and then press the Start key to begin sending the documents.

However, sometimes it is more useful to simply load your documents into your fax machine and set it to wait for the receiving fax machine to call and collect them. This is called setting your fax machine to be polled, or polling transmission.

To use polling transmission, do the following:

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 5/Polling One Touch Key. The display shows **BULLETIN POLL**.
- 4 For **Standard Polling**, press the No ► key. The fax machine begins scanning the message into memory and completes the set up process for the polling text.

For **Bulletin Polling**, Press the YES ◀ key. The display shows **PERSONAL BOX NO. [ ]**. Enter a mailbox number between 0 – 8.

! *With Bulletin Polling, the scanned document is stored in memory until you delete it. You can therefore conduct polling transmission as many times as you want. Also, when using a box number, the remote fax must also be equipped with a box function. Set the box number to 0 for polling without a box number.*

## Dialing Another Fax Machine to Request Documents (Polling Reception)

Calling a remote fax machine to receive documents loaded on the remote fax machine is called polling or polling reception.

To use polling reception, do the following:

- 1 With no documents loaded, press the Select Function key.
- 2 Press the 5/Polling One Touch key. The display shows **NO= < MAIL BOX NO. >**.
- 3 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two-digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

- 4 Press the Start key. Your MFP begins polling the remote fax machine.

## Relay Broadcasting

Relay broadcasting allows one fax machine to send a document to another fax machine, which then re-sends (broadcasts) the document to a number of other locations. Two different fax machines are involved in transmitting a relay broadcast: the relay initiating station and the relay key station.

### Relay Initiating Station

Your MFP can act as the relay initiating station that starts the relay broadcast by sending the original documents. Before

you can program your MFP to initiate a relay broadcast, obtain the following information from the operator of the fax machine you intend to use as a relay key station:

- **Relay Password:** This is the 4-digit relay key word that is programmed into the relay key station.
- **Relay Group Numbers:** These 2-digit numbers are the numbers of locations or groups of locations programmed into the relay key station.

### Relay Key Station:

The relay key station is the fax machine which receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines. For this feature to be available, the relay key station must be an OKIFAX 2600 facsimile machine.

### Relay Broadcast Report

After the relay broadcast is completed, the relay key station can send a fax back to your fax machine confirming the success of the relay broadcast. For this function to work, your fax machine's own telephone number must be programmed into your fax machine's last Auto Dial number (Auto Dial number 70).

# Initiating a Relay Broadcast

- 1 Load your documents.
- 2 Press the Select Function key.
- 3 Press the 4/Relay Initiate TX One Touch key. The display shows **RELAY PASSWORD**.
- 4 Press the No ► key.
- 5 Using the numeric keypad, enter a 4-digit password which is the same as the relay keyword programmed into the relay key station.
- 6 Press the Yes ◀ key. The display shows **REMOTE LIST NO**.
- 7 Press the No ► key.
- 8 Using the numeric keypad, enter a 2-digit number that corresponds to a relay group programmed into the relay key station.
- 9 Press the Yes ◀ key. The display shows **SELECT**
- 10 Select the location of the relay key station. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit

A group

A number dialed on the numeric keypad

- 11 Press the Start key. Your MFP will begin sending the fax.

## Rejecting Unsolicited Fax Messages

The closed network option allows you to limit the locations your MFP can communicate with. Using this function, you can set your MFP to refuse to receive any incoming faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers (RX). In this way your MFP automatically rejects unsolicited fax messages such as advertising. You can also set your MFP to neither send faxes to nor receive faxes from, locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers (T/R). The available settings are:

- Limit reception only (RX)

Auto Dial number on the numeric keypad.

Using the numeric keypad, press the # key, then enter the number of the group.

Dial the number as you would on a normal telephone, then press start.

- Limit both transmission and reception (T/R)
- No limitations on transmission or reception (OFF)

To use the closed network function, follow the instructions below.

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows **1:FUNC.PROGRAMMING**.
- 3 Press the Yes ◀ key. The display shows **FUNCTION No. [ ]**.
- 4 Using the numeric keypad, enter 08. The display shows **08:CLOSED NETWORK**, and the current setting of this function.
- 5 Press the No ▶ key until the setting you want appears in the display.
- 6 Press the Yes ◀ key to confirm the new setting.
- 7 Press the Select Function key to finish.

## Restricted Access

Restricted Access limits your MFP's accessibility. Only by entering a password can the user have access to the machine. To set this feature:

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows **1:FUNC.PROGRAMMING**.

- 3 On the numeric keypad, press 7. The display shows **7:RESTRICT ID PRG**.
- 4 Press the Yes ◀ key. The display shows **DEPARTMENT NO. [ ]**
- 5 On the numeric keypad, enter a Department number (from 01-24). The display shows **ENTER ID [ ]**.
- 6 On the numeric keypad, enter a four-digit ID number.
- 7 Press the Yes ◀ key to set up your Restrict ID.

! *Be sure to keep a memo of your registered password.*

## Dual Access

Your MFP's dual access feature allows you to load and prepare to transmit a document while your MFP is receiving or sending another fax from memory. This feature increases your productivity and reduces the time you spend waiting for other operations to finish. Once you have loaded a document and the display shows **SELECT LOCATION**, your MFP is ready for you to load the next transmission.

## **What You Can Do While Sending a Fax**

After your MFP has finished scanning a document into memory and while it is transmitting from memory, you can:

- Load another document and prepare it for transmission.  
You can continue to load documents as long as memory is available. When the first transmission is complete, the next fax is automatically sent.
- Make copies.

## **What You Can Do While Receiving a Fax**

While your MFP is receiving a fax, you can:

- Load another document and prepare it for transmission.  
You can continue to load documents as long as memory is available. When the first transmission is complete, the next fax you have loaded is automatically sent.
- Continue to receive faxes while earlier received messages are printing, if your MFP is set to receive faxes into memory.

## **What You Can Do While Making Copies**

While your MFP is making copies, you can:

- Continue to receive faxes while copies are printing, if your MFP is set to receive faxes into memory.

# Using Your OKIOFFICE MFP for Copying

## Making Copies

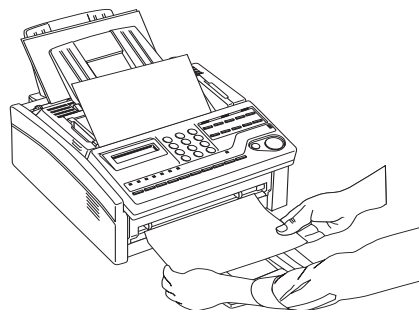
You can also make copies using your MFP. You can make up to 50 copies at one time. Your MFP automatically makes all copies in FINE mode.

- 1 Load your documents.
- 2 Press the Copy key. The display shows **PRG. NO. OF COPIES, [1SETS]**. If you want to make just one copy, you are finished. Your fax machine waits a moment, then begins copying.
- 3 To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the Copy key again. Your MFP begins making copies.

## Using the Manual Paper Feeder

Your MFP's manual paper feeder allows you to make copies on a different type of paper than you normally keep in the paper tray. To make copies using the manual paper feeder, follow the instructions below.

- 1 Load your documents.




- 2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the MFP grab hold of the paper.
- 3 Press the Copy key (see the instructions above). If you are making more than one copy, you need to continue inserting sheets of paper into the manual paper feeder.

# Customizing Features and Operations

Many of your MFP's features and functions have settings, which can be changed to customize its operation. Because each country has different regulations, you may not be able to access all of the settings listed in this chapter. If you have trouble changing a setting, contact your dealer for assistance or call Okidata customer service at 1-800-OKIDATA (800-654-3282).

## Viewing Your Current Settings

Follow these instructions to obtain a configuration report showing the current settings.

- 1 Press the Select Function key.
- 2 Press the 6/Report Print One Touch key. The display shows **1:ACTIVITY REPORT**.
- 3 Using the numeric keypad, press 5. The display shows **5:CONFIGURATION**.
- 4 Press the Yes  key. The report begins printing.

## User Function Settings

User function settings allow you to customize the general operation of your MFP. Refer to User Function Settings List to determine which settings you may need to change, then refer to “Changing Your User Function Settings” to make the change.

*Note: The Factory Default setting is in bold italics.*

### User Function Settings List

- 1 **MCF (SINGLE-LOC.):** This function automatically prints a Message Confirmation Report after each single-location transmission or polling transmission. Available settings are on and *off*.
- 2 **MCF (MULTI-LOC.):** This function automatically prints a Message Confirmation Report after each multiple-location transmission. Available settings are *on* and off.
- 3 **ERR REPORT (MCF):** This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling transmission operation. Available settings are *on* and off.

- 4 IMAGE IN MCF:** When a message confirmation is printed, this function adds a portion of the first page your MFP transmitted. This is printed at the bottom of the message confirmation report. Available settings are *on* and off.
- 5 SENDER ID:** This function controls the printing of your MFPs Sender ID on the faxes you send. When turned *on*, your MFPs Sender ID will be printed on each page slightly outside the image area of your document. When turned off, your MFPs Sender ID will not be printed. *FCC regulations require that this setting be ON in the United States.*
- 6 MONITOR VOLUME:** This function sets the volume your MFP uses for telephone line monitoring sounds during dialing. Available settings are *low*, high and off.
- 7 BUZZER VOLUME:** This function sets the volume of the various beep and alarm tones your MFP emits during operations. Available settings are low, *middle* and high.
- 8 CLOSED NETWORK:** This function allows you to program your MFP to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into your MFP's One Touch

keys or Auto Dial numbers. Using this function, you can set up a closed network of fax machines. If you do not want your MFP to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your MFP to refuse to receive faxes from outside your network, select RX. Available settings are *OFF*, T/R and RX.

- 9 TX MODE DEFAULT:** This function allows you to change your MFP's default type of original and transmit resolution settings. Unless you select otherwise using the Transmit Resolution/Yes ◀ or Type of Original/No ▶ keys, your MFP is set to use the *STD* and *NORMAL* settings. If you are constantly sending faxes, which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the Transmit Resolution/Yes ◀ or Type of Original/No ▶ keys.
- 10 T/F TIMER PROG:** When set to the telephone/ fax answering mode, your MFP automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your MFP will ring to tell you to pick up the handset. If you do not answer, your MFP

automatically switches back to facsimile mode to allow the calling party to send function controls how long your MFP waits before switching back to fax mode. Available settings are 20 seconds or **35 seconds**.

**11 RING RESPONSE:** This function controls how long your MFP waits before answering an incoming telephone call. The available settings are **1 ring**, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

**12 DISTINCTIVE RING:** Distinctive ringing is a service offered by some telephone carriers that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. (Your local telephone carrier can provide you with more information about this service. The service is usually offered as a monthly charge to your normal phone bill.) To use this function, refer to *Setting Your MFP's Ring Pattern* in this chapter. Available settings are on and **off**.

**13 1'ST PAPER SIZE:** This function allows you to tell your MFP what size of paper you are using in your MFP's paper tray. Available settings are A4, **letter**, legal 13 and legal 14.

**14 USER LANGUAGE:** This function allows you to switch between the two languages programmed into your MFP. **English** and French, Spanish, or Portuguese.

**15 INCOMING RING:** This function controls the telephone ringing sound your MFP makes when a call comes in. When this function is set to off, your MFP will not ring during incoming calls. When set to on, your MFP will only ring when set to manual receive mode or RING RESPONSE is set to 5-20 seconds (except 1 ring). When set to DRC, your MFP will ring for each incoming call with the same tone even if you have set function setting 12, DISTINCTIVE RING to on. Available settings are **on**, off and DRC.

**16 REMOTE RECEIVE:** This function allows you to tell your MFP to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of the optional handset or of an external telephone to enter the remote receive number you have programmed into your MFP. Available settings are **off**, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, \*\* AND ##.

**17 MEM./FEEDER SW.:** This function controls how your MFP normally transmits fax messages (by scanning the document into memory first, or by transmitting directly

from the document feeder). Available settings are memory and **Feeder**.

**18** Not assigned.

**19 ECM FUNCTION:** The error correction mode function helps your MFP to improve communication in areas where telephone line conditions are poor. Available settings are **on** and off.

**20 REMOTE DIAGNOSIS:** The remote diagnostics feature allows a service person to remotely dial and service your MFP. Available settings are on and **off**.

**21 PC/FAX SWITCH:** If this function is set to on, your MFP automatically transfers received faxes directly to the PC (and does not receive and print them itself). However, if you are experiencing a problem with your PC, you can set your MFP to receive and print faxes locally by changing the AUTO REC mode from PC MODE to AUTO REC. Available settings are **on** and off. If your PC is switched off, and this setting is set on, the fax will be received and printed automatically. If your PC is switched off, and this setting is set off, the call will not be answered.

**22 NO TONER MEM RX:** With this function turned on, your MFP will automatically receive and store messages in its memory when it is low on toner. When turned off, messages will print even if toner is low or empty. Available settings are on and **off**.

**23 MEM FULL SAVE:** With Broadcast Transmission and other functions, call origination starts after an entire document is read into memory. If during this process, memory becomes full and an “operator time out” seems likely, a message to that effect is shown in the Display Panel if this MEM FULL save function is on. If it is off, data that could not be read into memory is automatically deleted. Available settings are on and **off**.

**24 CONTINUOUS TONE:** With this function on, you can choose whether to have a warning tone sound when receiving a transmission. Pressing the STOP key turns off the tone. Set this function to off for no warning sound. Available settings are on and **off**.

**25 INSTANT DIALING:** Set this function to start reading documents upon call origination when transmitting. Available settings are **on** and off.

**26 RESTRICT ACCESS:** Select whether or not you want restricted access. Turning on this function renders your restricted ID registration active. Available settings are on and *off*.

**27 WIDTH REDUCTION:** Turning this function on enables you to print received data that exceeds the printable area of the page by slightly reducing the received data. Available settings are on and *off*.

**28 ONE TOUCH PARAM:** This function allows you to make changes to the communications settings for a specific One Touch key, without changing the normal communication settings used by your MFP. For instructions on changing One Touch Parameters settings for a One Touch key, see “Programming Your One Touch Directory.”

## Changing Your User Function Settings

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key. The display shows 1:FUNC. PROGRAMMING.
- 3 Press the Yes ◀ key. The display shows FUNCTION NO. [ ].
- 4 Using the numeric keypad, enter the 2-digit number of the function you want to change. This display shows the name of the selected function.
- 5 Repeatedly press the No ▶ key until the setting you want appears in the display.
  - ! *If you are changing your MFP's TX MODE DEFAULT settings, the new settings appear on the LEDs above the Transmit Resolution/Yes ◀ and the Type of Original/No ▶ keys*
- 6 Press the Yes ◀ key to confirm your selection. The name of the next function setting appears in the display.
- 7 Press the Select Function key to finish.

## Setting Your MFP's Distinctive Ring

- 1 Press the Select Function key.
  - 2 Press the 9/User Program One Touch key. The display shows **1:FUNC. PROGRAMMING**.
  - 3 Press the Yes ◀ key. The display shows **FUNCTION NO. [ ]**.
  - 4 Using the numeric keypad, enter 12. The display shows **DISTINCTIVE RING, OFF**.
  - 5 Press the No ▶ key. The display will change to **DISTINCTIVE RING, SET**.
  - 6 Press the Yes ◀ key. The display changes to **SETUP FAX RING, CALL FAX NUMBER NOW**.
  - 7 Using a separate telephone line, immediately dial the number assigned to the MFP (you must do this within 90 seconds). When your MFP begins to ring, your MFP automatically detects and remembers its assigned ring pattern. When your MFP has finished programming its ring pattern, the display shows **RESULT=OK**.
- ! *Occasionally, your MFP may not be able to detect its ring pattern on the first try. If this happens, the display will show **RESULT=NG**. Follow the instructions again from Step 6.*
- 8 Press the Yes ◀ key to confirm your selection.
  - 9 Press the Select Function key to finish.

## Dial Parameter Settings

These functions allow you to control the way your MFP dials telephone numbers. Refer to Dial Parameter Settings List to determine which settings you may need to change, then refer to Changing Your Dial Parameter Settings to make the change.

*Note: The Factory Default setting is in bold italics.*

- ! *Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.*

### Dial Parameter Settings List

**REDIAL TRIES:** This function controls how many times your MFP will automatically redial a number that is busy or which does not answer. Available settings are from 0 to 10 tries. Default setting is **3 tries**.

**REDIAL INTERVAL:** The function controls how long your MFP waits between each automatic redial attempt. Available settings are from 1 to 6 minutes. Default setting is **3 minutes** between dialing attempts.

**DIAL TONE DETECT:** This function allows your MFP to wait for and detect a dial tone before proceeding with dialing. Available settings are on and **off**.

**BUSY TONE DETECT:** This function allows your MFP to detect a busy tone when sending a fax. Available settings are *on* and *off*.

**MF(TONE)/DP(PULSE):** This function controls what method your MFP uses for dialing. Two dialing methods are in common use. DP, or dial pulse dialing, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialing (touch tone), uses different tones to dial a number. Available settings are *MF* and *DP*.

**PULSE DIAL RATE:** If your MFP is set to pulse dialing, this function controls how quickly your MFP sends our dialing pulses (the dial pulse rate varies in different countries). Available settings are *10 pps*, 16 pps and 20 pps.

**PULSE MAKE RATIO:** Available settings are 33% and *39%*.

**PULSE DIAL TYPE:** If your MFP is set to pulse dialing, this function controls the type of pulse dialing used (different types of pulse dialing are used in different countries). Available settings are *N*, 10-N and N+1.

**MF(TONE) DURATION:** If your MFP is set to tone dialing, this function controls the duration of the tones used for dialing (the tone duration varies in different countries). Available settings are *75 ms*, 85 ms, and 100 ms.

**PBX LINE:** Turn this function on if your MFP is connected to a PBX. Once this function has been turned on and the access digit function has been programmed, your MFP will recognize the access digit you use in your PBX to get an outside line. After it dials your access digit, your MFP will pause to wait for an outside line before dialing the rest of the telephone number. Available settings are *on* and *off*. See *Connecting to a PBX* in the Installation chapter for instructions on changing this setting.

**FLASH/EARTH/NORMAL:** If your MFP is connected to a PBX, this function tells your MFP about the type of PBX line your MFP is connected to. Available settings are *normal (N)*, *flash (F)* and *earth (E)*.

**AUTO START:** When this function is turned on, your MFP will automatically begin dialing as soon as you have selected a location by pressing a One Touch key or entering an Auto Dial code. You do not have to press Start. Available settings are *on* and *off*.

**DIAL PREFIX:** If your MFP is connected to a PBX, use this function to tell your MFP what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See *“Connecting to a PBX”* in the Installation chapter for instructions on changing this setting. Available settings are *on* and *off*.

## Changing Your Dial Parameter Settings

- 1 Press the Select Function key.
- 2 Press the 9/User Program One Touch key.
- 3 On the numeric keypad, press 2. The display shows 2:DIAL PARAMETER.
- 4 Press the Yes ◀ key until the display shows the dial parameter

**MH ONLY:** This function controls the type of compression method your MFP uses during communication. Available settings are on and *off*.

**H/MODEM RATE:** This function controls the communications speed your MFP's modem uses at the beginning of a fax communication. Available settings are *14.4K*, 9.6K and 4.8K.

# Reports

## Understanding Reports

Your MFP provides a variety of useful reports, which help you understand the current settings, programming, and operations. Refer to the reports listing below to determine which reports you want to print, then refer to Printing Reports for instructions on printing a report.

### Active Memory Files Report

The active memory files report provides a list of all messages stored in your MFP's memory, either documents waiting for transmission or documents, which have been received and not yet printed. Information provided on this report includes:

- The date and time at which the message was received, or at which the transmission was scanned into memory. For receptions, the duration of the communication (TIME) is also included.
- The name or telephone number of the MFP you were communicating with. (For transmissions, the telephone

number of the location are printed. For receptions, the MFP's personal ID or its telephone number are printed.)

- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- The department ID entered for the communication (if this function is turned on).

One use for this report is to help you to determine the session and messages numbers of a message stored in memory in the event that you need to erase one.

### Activity Report

The activity report provides a record of your MFP's communications. Information provided on this report includes:

- The total amount of time your MFP spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If you were sending a fax, the telephone number or the Location ID is printed. If you were receiving a fax, the remote fax machine's Personal ID or its telephone number is printed.

- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

! ***This report does not contain the results of messages that were received without errors.***

## Confidential Reception Report

This report is automatically printed each time your MFP receives a confidential message into a mail box. Information in this report includes:

- The date the message was received.
- The total amount of time your MFP spent receiving the message (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The number of the mail box into which the message was received.
- The number of pages received.
- The result of the communication.
- Service codes.

## Broadcast Confirmation Report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID, the number of pages sent and the result of the communication.

## Broadcast Entry Report

Each time you program a multiple-location transmission (or broadcast), your MFP will give you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

## Message Confirmation Report

This report provides information about your last single-location fax transmission or polling transmission. Information in this report includes:

- The date of the communication.
- The total amount of time your MFP spent sending or receiving (S,R-TIME).

- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode used.
- The number of pages sent or received.
- The result of the communication.
- Service codes.
- If any error occurred during the communication, a portion of the page, which experienced a problem, will be printed after the report.

## Configuration Report

The configuration report provides a list of the current operational settings of your MFP. The information includes:

- The current settings of all your MFP's user functions (except for One Touch Parameter settings, which appear in the telephone directory).
- The Sender ID (ID=), TSI/CSI (TEL NO.), and call back number currently programmed into your MFP.
- Your MFP's current dial parameter settings.

## Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed into your MFP's One Touch keys, Auto Dial codes and groups. The information includes:

- The Location ID and main fax number for each One Touch key and Auto Dial code.
- The alternate number (OR) for each One Touch key.

- The One Touch Parameter settings for each One Touch key (PRM. ECHO).
- A listing of all of the One Touch keys and Auto Dial codes included in each group.

## Power Outage Report

If your MFP power is interrupted, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. In this case, your MFP will automatically print a power off report to alert you.

## Printing Reports

### Printing a Message Confirmation Report

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your MFP's display. To print the report, press the Copy key a second time.

### Printing Other Reports

- 1 Press the Select Function key.
- 2 Press the 6/Report Print One Touch key. The display shows 1:ACTIVITY REPORT.
- 3 Press the No ► key repeatedly until the report you want to print appears on the display.
- 4 Press the Yes ◀ key. The report begins printing.

# Codes Used in Reports

## Result Codes

Result codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
CANCL	A message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PUNIT	This error code indicates a problem with the printing unit. Contact your service person.
R_JAM	A paper jam occurred in your MFP while it was receiving a fax, and it was unable to receive the entire message in memory.

S_JAM	A document jam occurred in the sending fax machine.
STOP	The Stop key was pressed, ending the communication session.

## Communication Codes

These codes indicate the communication mode was used for a communication.

Code	Description
B.C.	Multiple-location transmission (broadcast).
CALLING	A communication initiated by your MFP.
CALLED	A communication initiated by a remote fax machine.

# Problem Solving

## Clearing a Document Jam

When a document jam occurs, your MFP beeps and an error message appears in the display. If the jammed document looks like it is positioned straight in your feeder, press the Stop key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

- 1 Grasp the control panel. Pull up and toward you until it releases. Swing the control panel up and out of the way.
- 2 Pull out the jammed document.
- 3 Push the control panel back down until it locks.

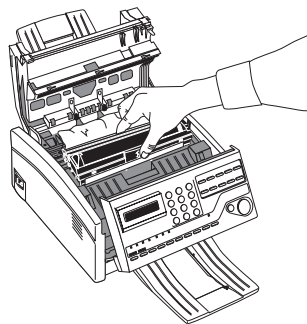
## Clearing a Printing Paper Jam

If your MFP displays **PAPER JAM** or **NO PAPER** when the paper tray still contains paper, there may be one or more sheets of paper jammed in the machine. To clear a paper jam, follow the instructions below.

! *If you are experiencing frequent paper jams, it may be due to the type of paper you are using. For best results, select a paper which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*

! **CAUTION:** *If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot—do not touch it under any circumstances.*

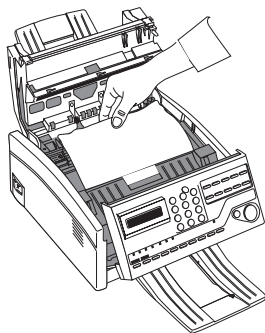
- 1 Lift the top cover and swing it out of the way.
- 2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.
- 3 Grasp the front of the drum cartridge. Firmly lift up to disengage it, then lift it out and set it aside. Keep the drum cartridge out of direct sunlight.



- ! **Warning:** *Never expose the image drum cartridge to light for more than 5 minutes. Never expose the image drum cartridge to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum cartridge.*

3 Pull out any paper you see jammed inside the machine.

- ! **If both the leading edge and the trailing edge of the jammed paper are visible, gently pull the leading edge with both hands until the sheet is removed.**



4 Slide the drum cartridge back into place aligning it under the tabs. Press down firmly on both ends of the image drum until it snaps into place.

5 Close the top cover.

6 Close the control panel, then press down until it snaps into place.

7 Pull the paper out of the paper tray. If any of the paper is damaged, remove and replace it.

8 Reload the paper into the paper tray.

## Printing a Cleaning Page

If you notice repeating marks or imperfections on your printouts, first try printing a cleaning page before you replace the image drum.

### The cleaning page process

- Removes residual impurities from printing surfaces
- Reduces problems such as repeating marks, blotching, and shading.

### To print a cleaning page

1 Make sure there are no messages in memory

2 Press the User Function key.

3 Press the 10/Message Print from Memory key. The cleaning page prints.

## Display Panel Messages

This section lists the status and error messages that may appear on your machine's display panel, and explains what they mean and how to correct any problem they indicate.

### Normal Display

Under normal operating condition, the top line of the display shows the time and the answering mode – FAX, TEL, PC, T/F or TAD.

### Error Messages

**14:14: FAX  
COVER OPEN**

Cover open: The upper cover is not closed. First check to be sure that the image drum is seated correctly and the toner cartridge is installed properly. Then, check to see that the toner cartridge lock lever is pushed completely forward until it stops. Press down firmly on the cover to make sure it is closed and latched.

**NO PAPER:FAX  
CHECK PAPER OR PATH**

No Paper: The paper tray is out of paper. Add more paper.

**PAPER OUT/JAM: FAX  
CHECK PAPER OR PATH**

Jam: Paper is jammed feeding from the paper tray into the printer. Or, paper may be jammed inside the printing mechanism under the image drum. Check the paper path and remove any jammed paper—see “Clearing a Paper Jam.”

**DOCUMENT JAM : FAX  
CONFIRM AND “STOP”**

ADF error (jam): A document to be faxed or scanned has jammed in the scanner—see “Clearing a Document Jam.”

**07/25/1998 14:14 FAX  
RELOAD DOCUMENT**

Paper-feed error: A document to be faxed or scanned has not fed into the scanner properly. Remove the document and reload it into the document.

**TONER LOW :FAX  
REPLACE TONER CART.**

or

**14:14 :FAX  
REPLACE TONER CART.**

Toner low: Toner is running low in the toner cartridge. Replace the cartridge as soon as possible. When you close the cover after replacing the toner cartridge, the message clears—see “Replacing the Toner Cartridge”.

14:14 :FAX

#### CHANGE DRUM SOON

Image drum alarm: The image drum is nearing the end of its projected life. Make sure a new drum is available, and replace the drum when print quality begins to deteriorate—see “Replacing the Image Drum Unit.”

PRINTER ALARM 2:TEL  
REFER TO USER GUIDE

or

PRINTER ALARM 3:TEL  
REFER TO USER GUIDE

or

PRINTER ALARM 4:TEL  
REFER TO USER GUIDE

Open and close the cover. If this does not clear these messages, turn off your MFP and call for service.

! **Important :** *When you turn off your MFP, any received faxes or delayed transmission faxes in memory are erased.*

#### CONFIRM PAPER SIZE

Wrong paper size: The paper in your MFP is not the size called for by your application’s software. Check your software printing settings and the paper in the paper tray.

#### ERROR77

Drum(T) counter <30 and no ID:  
MEMORY ERROR: FAX

Memory error (except programming area):

This error occurs if you try printing or copying with no toner cartridge installed. Install a toner cartridge, then turn the machine off, then back on.

## Reading the Print Counters

Your OKIOFFICE keeps track of the number of pages it has printed or scanned. If you are experiencing a problem, a service person may ask you to check these counters.

! *If the image drum cartridge has reached the end of its life, you will also use this function to reset the drum counter. Refer to “Replacing the Image Drum Cartridge” for more information.*

- 1 Press the Select Function key.
- 2 Press the 7/Counter Display One Touch key. The display shows your print unit counter.
- 3 Press the No ► key. The display will show the scanning unit counter.
- 4 Press the Select Function key to finish.

## Problem Checklist

Your MFP is a complex machine with many features and functions that allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

### The display is blank.

Check the power cord to make sure that it is firmly plugged in and verify that the power switch is in the ON position. Check your wall outlet to make sure that it has power.

### Nothing happens when you press the control panel keys.

Turn the machine off, wait 10 seconds, then turn it on again.

### The display tells you to replace paper even though there is paper in the paper tray.

Make sure that the paper is firmly stacked in the tray. Check for a paper jam.

### Your documents jam.

- Check the document for wrinkles, tears or other damage.
- Make sure there are no staples or paper clips and that the paper is clean and dry.
- Make sure the document is not wider than your MFP can load.
- Try making a copy of the document on a photocopier and faxing the copy.

### Your MFP won't dial.

Check the power cord and wall outlet.

Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your MFP. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your MFP may be using the wrong dialing method (pulse or tone) for your area. If you hear changing tones instead of dialing pulses and you know that your area uses pulse dialing, refer to the MF(TONE)/DP(PULSE) user function setting in the “Customizing Features and Operations” section.

### **The display shows a communication error.**

This alarm indicates any of a number of problems.

- You may be trying to communicate with an incompatible fax machine (your machine can only communicate with ITU-T Group 3 fax machines).
- The remote machine may not be able to perform the function that you want, such as polling or confidential messages.
- The remote machine may also be out of paper or experiencing a paper jam.
- Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialing the correct telephone number.

- If you have to dial a prefix number to get an outside line, or if you are dialing internationally, you may need to enter a pause (using the Pause One Touch key) after the dial prefix or international dialing code to tell your machine to wait for a dial tone.
- If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One Touch keys and then changing the One Touch Parameters for that One Touch key (see “Programming Your One Touch Directory”).
- Your MFP or the remote fax machine may need servicing. Try sending a fax to another location to check your machine.

### **You sent a fax but the image the remote fax machine received was very poor.**

If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see Loading Documents in the “Basic Faxing Operations” section). Copy the document on your MFP to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

**You keep getting reports you do not want.**

Check your user function settings and turn off the reports you do not want. See the “Customizing Features and Operations” section.

**You sent a fax but it was received completely blank.**

Make sure that you have loaded your document face down.

**The image received on your MFP was very poor**

Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

**You tried dialing with a One Touch key or an Auto Dial code but nothing happened.**

Make sure that something is programmed into the One Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see the Dial Directories chapter). When you are dialing with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If

your MFP has the Auto Start feature turned off, you have to press the Start key before dialing will begin, see the “Customizing Features and Operations” section.

**Your MFP does not answer the phone or receive faxes.**

First check to see that the power cord is connected to the AC outlet. Also check the reception mode you are using. Your MFP will not automatically receive faxes in manual answering mode [TEL]. See “Setting the Answering Mode” in the Installation section.

**Your received documents are light or have vertical streaks on them and you are not out of toner.**

Gently wipe the lens surface of your MFP’s LED array and then see if the machine works properly (refer to “Replacing the Toner Cartridge”). If your MFP still does not work properly, remove the image drum unit (refer to “Replacing the Image Drum Cartridge”), tap the toner cartridge, and gently shake it 20-30 degrees vertically several times to redistribute toner. Be careful, some toner may leak from the cartridge. If this does not work, you may need to replace your image drum cartridge. Contact your dealer to get a replacement.

**You set your MFP for delayed transmission but it did not send.**

Check the display to make sure that you have set your MFP's clock to the correct time. See "Setting the Clock" in the Installation chapter.

**Your MFP disconnected before you could answer a voice request.**

You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, pick up the handset, then press the Voice Request Key.

**Your MFP will not poll a remote fax machine.**

Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode.

**Your MFP is connected to a PBX and you can not dial out.**

You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your MFP must be programmed for PBX operation before it will work. See "Connecting to a PBX" in the Setting Basic Features chapter.

**You want to answer an external telephone but your MFP always answers first.**

If you are using an external telephone, change your MFP's

ring response user function setting. See the "Customizing Features and Operations" section.

**Your received faxes sometimes look distorted.**

If the document received is wider or longer than the paper you have loaded into your paper tray, your MFP automatically reduces the length of the document to fit on your paper. Or, you may have to set the width reduction function to on. This type of problem could also be communication related, or the document may have jammed during scanning. If the document is unreadable, ask the sender to fax the document again.

**You are constantly receiving unsolicited advertising on your MFP.**

Try using the closed network function. See "Rejecting Unsolicited Fax Messages" in the Advanced Operations section.

**Your MFP does not immediately switch to TEL mode when you make or receive a voice call.**

Try pressing the Stop key. Your MFP will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

# Maintenance

## Replacing the Toner Cartridge

The number of pages you can print with one toner cartridge depends on the type of documents you usually receive or copy. A toner cartridge will print about 1,875 pages/letter size of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

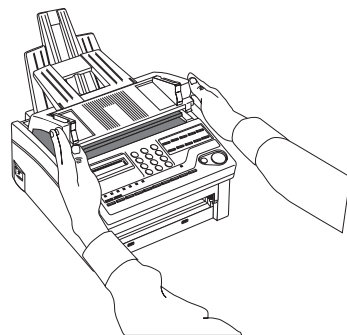
If your MFP displays **REPLACE TONER CART**, replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low. If the print density becomes low even before your MFP displays **REPLACE TONER CART**, gently wipe the lens surface of the LED array (see Step 8).

If the print density does not improve, replace the toner cartridge. When your MFP's display shows **CHANGE DRUM**, replace the image drum unit.

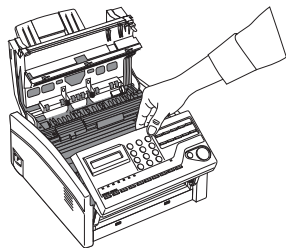
! **Warning:** *Be careful when handling the toner cartridge.*  
• *Do not let toner spill on your clothing or other porous materials. See the Safety section in “Setting Up Your OKIOFFICE MFP.”*

! **CAUTION:** *If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot—do not touch it under any circumstances.*

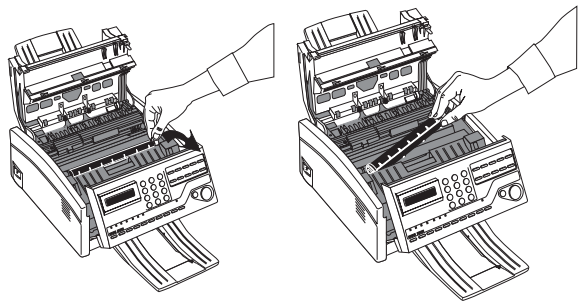
- 1 Lift the top cover into an upright position.



- 2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.

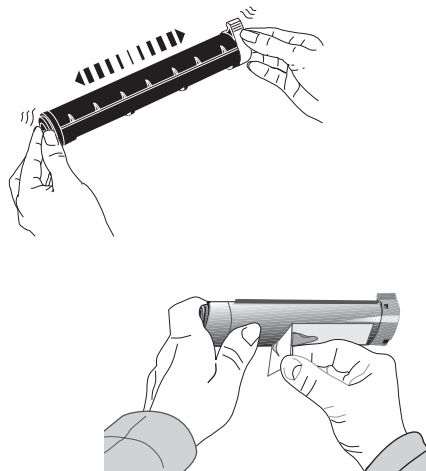


- 3 Pull the gray lock lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. For disposal, place it in the plastic bag you received with your new toner cartridge.

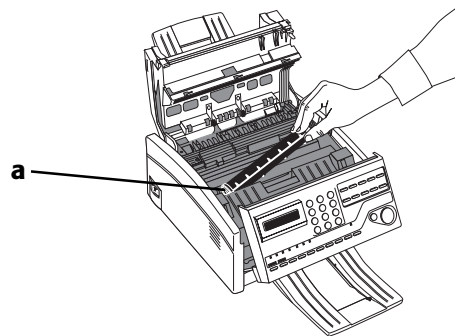


- ! **Warning:** *Be careful when handling the toner cartridge.*  
• *Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety section in “Setting Up Your OKIOFFICE MFP.”*

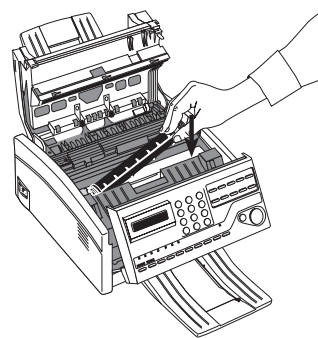
- 4 Unwrap the new toner cartridge and gently shake it to distribute the toner. Then carefully peel the tape from the bottom of the toner cartridge.



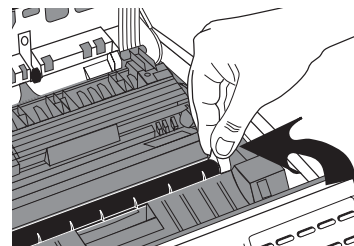
- 5** Insert the left side of the toner cartridge into the toner well, placing it under the tab (a).



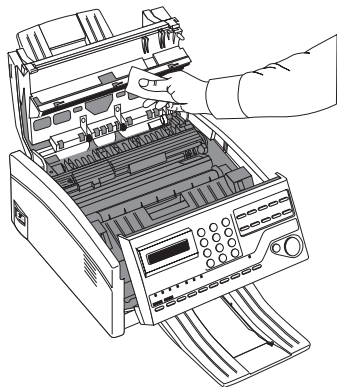
- 6** Lower the right side down into the toner well.



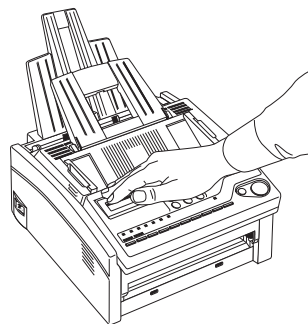
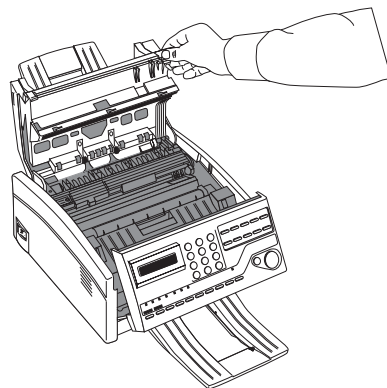
- 7** Push the lock lever forward until it stops.



- 8 Using the cleaning wipe provided with your new toner cartridge, gently wipe back and forth across the full length of the LED array.



- 9 Close the cover and front panel. Press down on the top cover to make sure it is firmly closed.



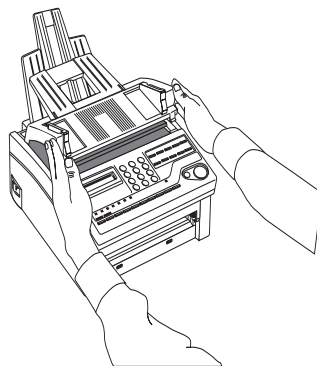
## Replacing the Image Drum

If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your MFP displays a CHANGE DRUM message, your MFP needs a new image drum unit. Contact your dealer to order one.

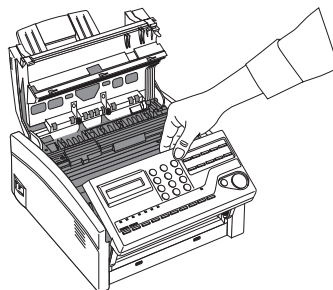
The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 10,000 pages for continuous printing, up to 8,000 pages at 3 pages per job, and about 4,500 pages at 1 page per job.

- ! **Warning:** *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*
- ! **CAUTION:** *If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot—do not touch it under any circumstances.*

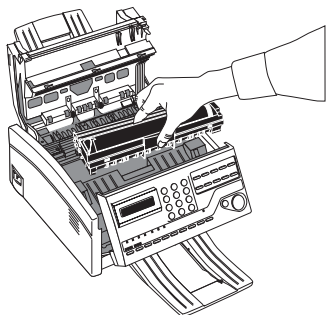
- 1 Lift the top cover and swing it out of the way.



- 2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



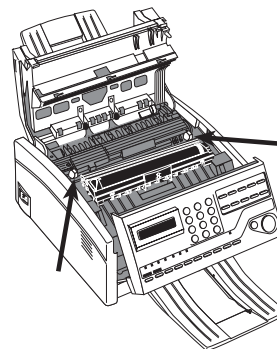
- 3 Firmly lift up to disengage the drum cartridge (with its toner cartridge), then lift it out. Wrap it in the packaging materials from your new drum cartridge, and discard it.



! **Caution: Do not touch the green drum surface!**

! **Caution: Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.**

- 4 Insert the new drum cartridge, aligning it under the tabs. Press down firmly on both ends to lock the drum in place.



- 5 Install a new toner cartridge. Follow Steps 3-7 in “Replacing the Toner Cartridge” in this section.

### Resetting the Drum Counter

- 6 Wait until the time, date and answering mode appear on the display. Then press the Select Function key.
- 7 Press the 7/Counter Display One Touch key. The display shows **DRUM COUNT**.
- 8 Press the Yes ◀ key to clear the image drum counter.
- 9 Press the Select Function key to finish.

! **Please abide by the disposal laws of your country when disposing of a replaced Image Drum cartridge.**

## Consumables and Replacement Parts

Before you order, have the correct part number and description of the item.

- Consult the dealer where you purchased your OKIOFFICE 84.
- Consult an Okidata Authorized Sales and Service Dealer.
- Order toll-free by phone at 1-800-OKIDATA (1-800-654-3282) using a major credit card.
- Check office supply catalogs or your local stationery store. Most carry OKI brand supplies.
- Order on the Internet at <http://www.okidata.com>. Click on the “where to buy” link.

## Supplies

Toner Cartridge: Part Number **52111701**

Image Drum: Part Number **40709901**

## Shipping Your MFP

When shipping the MFP once it is in use, please follow the re-packaging procedure below:

- 1 Remove the image drum unit with toner cartridge.
- 2 Place the image drum unit with toner cartridge still attached into a polyethylene plastic bag (black) and store it in a cool place away from direct sunlight.
- 3 Re-package the machine with the image drum unit removed.

! **Warning: *DO NOT ship the MFP with the image drum unit installed unless it has never been used.***

# Service and Support

*This information is valid for the United States and Canada only.*

Okidata is firmly committed to the satisfaction of our customers. If you have problem that your customer documentation cannot solve, contact these sources for service or support:

## Your Sales and Service Dealer

Consult the store location where you purchased your OKIOFFICE MFP, or call

1-800-OKIDATA (1-800-654-3282)

for the location of the nearest Authorized OKIDATA Service Dealer.

- Prices and minimum charges may vary.
- Proof of purchase is required for warranty work. Be sure to retain your purchase documents.

## Customer Support Professionals

1-800-OKIDATA (1-800-654-3282)

Toll Free in the U.S. and Canada

Our Customer Support staff is available 24 hours a day, 7 days a week. Please be sure that you are calling from a telephone close to your MFP so you can describe your problem accurately.

Our Customer Support Professionals are trained on all current OKI products. They can answer your questions regarding:

- Locations of sales & Service Dealer
- Installation of your MFP
- Usage/normal maintenance of your MFP
- Error message interpretation/solutions
- Parts and Supplies identification
- Consumer relations

## The Okidata Customer Information System

1-800-OKIDATA (1-800-654-3282)

For quick Answers to commonly-asked question, the Okidata Information System Automated Attendant is available 24 hours a day, 7 days a week. The system can provide immediate assistance with:

- Basic Operating Procedures
- Sales and Service Referrals
- Parts and Consumable Referrals
- Product Information

## Okidata on the Internet

For the latest product and technical support information, visit the Okidata Web site:

<http://www.okidata.com>

# Index

## A

Alarm indicator 8  
Answering Mode  
    Changing 23  
    Setting 22  
Auto Dial Directory  
    Programming 43  
Auto Dial Key 8  
Auto Rec. Key 7  
Auto Receive Mode 22

## B

Broadcasting 45

## C

Call Back Number 24  
Canceling  
    Messages Stored in Memory 37  
Chain Dialing 41  
Cleaning Page 72

Communication Codes in Reports 70

Communication Error 76

Confidential Fax

    Creating a mailbox 51

    Mailbox password 51

    Sending 52

Confidential TX key 10

Consumables 85

Copies

    Making 29

Copy Key 8

Copy Stacker 3

Copying 29

    Making copies 58

Counter Display Key 11

Current Settings

    Viewing 59

Customer Information 87

Customer Support 86

## D

Date

    Setting 22

Delayed Transmission 49

    Canceling 50

    Programming 49

- Sending from Feeder 49
- Sending from Memory 50
- Delayed TX key 10
- Dial Parameters
  - Changing 65
  - Settings 64
- Distinctive Ring 64
- Document Jam 71
- Document Stacker 3
- Document Tray 3
- Documents
  - Loading 32
  - Multiple Page 31
  - Size 31
- Drum Counter 84
- Dual Access Feature 56

## **E**

- End of Session Tone 11
- Error Messages 73
- Error Tones 11

## **F**

- Fax Identification
  - Setting 24

- Faxing
  - Preparing Documents 31

## **G**

- Group
  - Faxing to 47, 48
  - Programming 47
  - Removing locations 47
- Group Key 9

## **H**

- Hook/Voice Request Key 7
- Hyphen Key 7

## **I**

- ID
  - Programming 24
- Image Drum
  - Handling 13
  - Replacing 83
- Image Drum Cartridge 5
- Instant Dialing 34
- Internet 87

## K

Key Select Tone 11

## L

Language

Setting 25

LCD Display Panel 7

LED Printhead 5

Line Terminal 4

Location Program Key 11

## M

Manual Paper Feeder 3

Using 29

Manual Receive Mode 22

Memory Reception Mode 23, 36

Multiple Locations Faxing to (Broadcasting) 45

## N

No key 7

Numeric Keypad 9

## O

One Touch Directory

Programming 39

One Touch Keypad 9

One Touch Keys 39

One Touch Labels 9

One Touch Parameters 40

## P

Paper

Loading 21

Paper Jam 71

Paper Tray 3

Pause Key 9

PBX Line 26

PC Connector 4

PC Fax Mode 23

Plus Key 8

Polling Key 11

Power Failures 37

Print Counters 75

Print Operation Key 10

Printer Cleaning Key 11

Printing 28

Purchasing Supplies 85

## R

Real-Time Dialing 35

- Redial Key 8
- Redialing 35
- Relay 54
- Relay Initiate TX Key 10
- Replacement Parts 85
- Report Print Key 11
- Reports 67
  - Active Memory Files 67
  - Activity 67
  - Broadcast Confirmation 68
  - Broadcast Entry 68
  - Codes 70
  - Confidential Reception 68
  - Configuration 69
  - Message Confirmation 68
  - Power Outage 69
  - Printing 69
  - Relay Broadcast 54
  - Telephone Directory 69
- Restricted Access 56

## **S**

- Scanning 30
  - Preparing documents 31
- Search Key 7
  - Dialing 34

- Select Function Key 8
- Sender ID 24
- Service Dealers 86
- Shipping 85
- Signal Tones 11
- Space Key 9
- Start Key 8
- Stop Key 8
- Supplies 85

## **T**

- TEL Terminal 4
- Telephone Answering Device Mode 23
- Telephone Directory 69
- Telephone/Fax Mode 23
- Time
  - Setting 22
- Tone Key 9
- Toner Cartridge 5
  - Handling 13
  - Installing 17
  - Replacing 79
- Transmit Resolution/Yes key 7
- TSI/CSI 24
- Type of Original/No key 7

## **U**

Unassigned Auto Dial Numbers

Locating 41

Unassigned Keys

Locating 41

Unique Key 9

Unpacking 12, 14

Unsolicited Fax Messages 55

User Functions 59

Changing 63

Settings 59

User Program Key 11

## **V**

Voice Request 37

Voice Request Key 7

Voice Request Tone 11

## **Y**

Yes key 7